



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

November 30, 2010

TO: ALL STATE AGENCIES, SCHOOL DISTRICTS, MUNICIPALITIES, VOLUNTEER
FIRE COMPANIES AND POLITICAL SUBDIVISIONS

FROM: ALISHA MCCULLOUGH
STATE CONTRACT PROCUREMENT SUPERVISOR
302-857-4556

SUBJECT: **AWARD NOTICE**
CONTRACT NO. GSS270B-SNOW_REMOVE
SNOW AND ICE REMOVAL

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OF
KEY CONTRACT INFORMATION**

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KEY CONTRACT INFORMATION

1. MANDATORY USE CONTRACT:

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REF: Title 29, Chapter 6911(d) Delaware Code. Every state department and agency within the Executive Branch and Judicial Branch of the state government shall procure all material, equipment and nonprofessional services through the statewide contracts administered by Government Support Services, Office of Management and Budget. Delaware State University, Delaware Technical and Community College, the operations funded by Public School Districts, Delaware Transit Corporation, Department of Elections, the Legislative Branch and the Board of Pension Trustees and their consultants are specifically exempted from the requirements of this subsection.

2. CONTRACT PERIOD:

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Each contractor's contract shall be valid for a one (1) year period from December 1, 2010 through November 30, 2011. Each contract may be renewed for three (3) additional one (1) year periods through negotiation between the contractor and Government Support Services. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

3. VENDORS:

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John Cochran
Bunker Hill Services
750 North St. Augustine Rd.
Chesapeake City, MD 21915
302-378-9395 Business
443-553-0579 Cell

Shannon Gerardi
Gerardi Construction, LLC
404 Jarell's Rd.
Felton, DE 19943
302-745-6252 Cell

Brad Leto
Guardian Construction
101 Rogers Rd., Suite 101
Wilmington, DE 19801
302-834-1000 Business
302-229-8919 Cell

4. SHIPPING TERMS:

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F.O.B. destination.

5. PRICING:

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Prices will remain firm for the term of the contract year.

Please see Pricing Spreadsheet

ADDITIONAL TERMS AND CONDITIONS

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6. BILLING:

The successful vendor is required to **"Bill as Shipped" to the respective ordering agency(s).** Ordering agencies shall provide at a minimum the contract number, ship to and bill to address, contract name and phone number.

7. PAYMENT:

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

8. PRODUCT SUBSTITUTION:

All items delivered during the life of the contract shall be of the same type and manufacture as specified unless specific approval is given by Government Support Services to do otherwise. Substitutions may require the submission of written specifications and product evaluation prior to any approvals being granted.

9. ORDERING PROCEDURE:

Successful contractors are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Each agency is responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on-line systems. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

10. REQUIREMENTS:

The contractor(s) shall provide all materials and labor to satisfy the State of Delaware's requirements for snow and ice removal all State Agencies and shall be accessible to any School District, 33Political Subdivision, or Volunteer Fire Company.

11. HOLD HARMLESS:

The contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the contractor, its employees, and invitees on or about the premises and which arise out of the contractor's performance, or failure to perform as specified in the Agreement.

12. NON-PERFORMANCE:

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

13. FORCE MAJEURE:

Neither the contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

14. AGENCY'S RESPONSIBILITIES:

The Agency shall:

- a. Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.
- b. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.

15. **SCOPE OF WORK**

DETAILED REQUIREMENTS:

Contractors are to perform all necessary actions to insure that assigned parking lots, sidewalks, steps, handicap ramps and landings are kept safe and operable to vehicles and pedestrians at all times. Contractor personnel and equipment are to report to the assigned area at the designated time.

The Contractor shall be available for contact on a twenty-four (24) hour day, seven (7) day a week basis. Snow removal personnel and equipment shall be at contracted sites for snow removal emergency within a two hour period.

The Contractor shall report to the assigned area no later than two (2) hours after notification by the respective agency.

The Contractor must receive authorization to be released from the site or to be put on stand-by.

Contractor must also provide a multiple phone numbers with contact people to be called when equipment and/or personnel are called to work. Telephone must be answered twenty-four (24) hours per day. Contactor, subcontractors and labor work groups must have cell phone communications at all times.

Sidewalks must be kept free of ice and snow during regular business hours (normally 8:00 am to 4:30 pm) except as noted. Contractor must apply melting compounds in sufficient time to ensure clean, safe sidewalks during peak use periods (8:00 am and 4:30 pm) except as noted

NOTE: Exceptions will be made for State Holidays, Weekends, State of Emergencies and 24 hour sites.

1. **SAFETY MEASURES:**

Contractor shall take all necessary safeguards and precautions for the protection of the workers and public.

2. **EQUIPMENT:**

All equipment and personnel operating under the terms of this agreement shall be in full conformance with Federal, State of Delaware laws and regulations.

All equipment bid shall have sufficient lights to provide a high degree of illumination. Further, all equipment shall be equipped with highly visible emergency lighting including but not limited to Beacon Rays or comparable.

Other municipality owned vehicles and/or equipment may not be used.

3. **MATERIALS SPREADERS:**

Contractor must have a sufficient number of acceptable material spreaders capable of evenly distributing free flowing granular materials (such as road salt and/or treated sand).

4. **SALT:**

MATERIAL SPECIFICATIONS:

Sodium Chloride (NACL) minimum per cent 95.0
Type I, Grade I
Particle size distribution shall conform with ASTM - AASHTOM6
Section 804, except the grading will be:

<u>Sieve Size</u>	<u>Passing</u>
3/8"	100%
# 4	95 – 100%
# 50	5 – 30%
# 100	1 – 10%
# 200	0 – 4 %
Fineness modules:2.3 - 3.1	

Contractor shall submit proof, material used meets ASTM section 804 specifications.

APPLICATION SPECIFICATIONS:

Application rate for Sodium Chloride (Rock Salt) shall be a minimum of 15 lbs. per 1000 sq. ft. for parking lots sites only, unless directed otherwise.

5. **APPLICATION SPECIFICATIONS:**

Application rate shall be adjusted to meet existing surface conditions for each parking lot site.

NOTICE: SALT/SAND MIXTURE WILL NEED TO BE AUTHORIZED IN THE EVENT OF A SALT SHORTAGE BY FACILITIES MANAGEMENT

6. **DE-ICER:**

De-icer shall be used on sidewalks, steps, landings, handicap ramps and patio's, no rock salt is permitted on these areas.

*Only sand may be used on the wood steps at Hall House and The Old State House.

MATERIAL SPECIFICATIONS:

Calcium Chloride (CACL/2), Exothermic deicer, minimum per cent 95.0.

Practical effective temperature range down to -15 degrees Fahrenheit. Minus fifty degrees Fahrenheit under ideal conditions.

APPLICATION RATE AND SPREADING PATTERN:

Application rate shall be **2 - 4 oz. per sq. yd.** Material shall be applied evenly over surface. (See attached reference chart for application rates). This can be done by calibrated spreaders or by hand scoop. Spreaders should be calibrated to match the photo patterns. If spreading deicer by hand scoop, every effort should be made to apply deicer to match the photo charts and **not in piles, snake patterns or insufficient amounts to do the job.**

CONCENTRATION:

Calcium chloride should be spread thinly, but not too thin. If you apply too much of any deicing agent, not all of it will come in contact with the ice or snow. That which is touching only other deicing agent will be wasted and won't add to the melting process.

Just the opposite is also true. If too little is used, the agent will dissolve, melting only a small area around it. In this case, the deicing agent/water solution will be too thin, dissipate and refreeze. Again, you've wasted the deicing product.

NOTE: Salt storage in designated locations must be an enclosed container that will not cause contamination.

TIMING:

Calcium Chloride applied at the beginning of a snowfall is most effective. Spreading calcium chloride on snow when it is loose and unpacked turns snow into slush. Traffic can't pack down this slushy snow and shovels, brooms and plows can remove it easily before the temperature drops. Depending on the temperature, additional calcium chloride may be applied.

TEMPERATURE:

As the temperature goes down, the amount of salt needed increases significantly. For example, salt can melt five times more ice at 30 degrees than at 20 degrees. Below 20 degrees, the amount of ice melt needed goes up even more dramatically.

The temperature of the pavement surface is just as important as the temperature in the air. If the air temperature just turned warmer, but the ground has been frozen hard, you'll need to use more deicing agent.

TIME:

The longer a deicing agent is down, the more it will melt. Calcium Chloride has a practical effective temperature range down to -15 degrees F.

WEATHER:

On a cold, windy day, snow may blow right over the pavement. Use of snow melt can make it stick to the surface. The sun speeds melting. It can boost pavement temperatures to 10 degrees over the air temperature.

PAVEMENT TYPE:

The dark color of asphalt absorbs the sun's heat better than concrete and melts snow and especially ice faster.

DRIVEWAY & PARKING LOT SNOW PLOWING AND SALT APPLICATION HAND SHOVELING AND SALT APPLICATION OF FACILITY ENTRANCES

7. **RESPONSIBILITIES FOR EQUIPMENT AND DRIVER**

The contractor must properly maintain, in excellent working condition, the plowing equipment for the entire contract term. The vehicle must also meet all Delaware State License, Registration and Safety requirements. The contractor must, upon request provide License, Motor Vehicle Registration, and Insurance Certificates for their business and their subcontractors at any time during this contract for inspection by the user Agencies.

The contractor must also supply a fully qualified, licensed and responsible driver for that equipment. The contractor must supply the name(s) of the driver(s) for each vehicle upon request.

The participating agencies reserve the right to reject and disqualify any driver with a history of poor performance. The agencies also reserve the right to prohibit any driver from plowing a particular run if the driver exhibits behavior which the Agency inspector believes will result or has resulted in unacceptable performance. The contractor will be immediately notified if the Agency rejects or prohibits a driver from plowing, and the contractor shall make a replacement driver available within two (2) hours.

8. RESPONSIBILITIES FOR CONTRACT SHOVELING CREWS:

The contractor must provide and maintain a minimum number of personnel to meet the predetermined requirements for each zone. Contract shovel crews, while working on facilities not plowed by the contractor, must report to a DFM representative with the exception of Zone 4 which requires the crew report to a DeIDOT representative and Zone 6 which requires the crew report to a DHCA representative and coordinate with their operational plans. Contract shovel crews must have one person who is a contact person, with communications, and who is responsible for that crew. The contractor shall provide their own tools, equipment and vehicles, such as snow shovels, snow blowers etc.

The minimum number of personnel required to manage **all** snow removal including shoveling is broken down by Zone and is shown as follows:

Zone 1	Twenty (20) persons
Zone 2	Two (2) persons
Zone 3	Twenty (20) persons
Zone 4 (DeIDOT)	Fifteen (15) persons
Zone 5	Four (4) persons
Zone 6	Eight (8) persons

It will be the contractor's responsibility to remove the snow in all areas that are not accessible to the responsible agency's motorized power equipment such as steps, landings, porches, door accesses, loading docks, handicap ramps to roadways, hand-cap lift ramps, around gas/fuel pumps, concrete islands per pedestrian walk accesses, mail/loading drop offs, curb cut where applicable and sidewalks less than six feet wide. All snow shall be completely removed from the handicap ramps. No snow shall be piled up in front of loading dock areas and snow shall be removed four (4) feet out from all garage doors. The Division of Facilities Management will be responsible for all other power equipment accessible sites. The transition zone between the contractor's responsibility and the responsible agency's responsibility in no case shall be left without having the snow removed by the contractor. The contractor's crew leader shall be responsible for seeing that all locations contracted at the facility have been completed before leaving the site.

9. RESPONSIBILITIES BEFORE SNOW SEASON

It is at the contractor's discretion to install marker stakes to identify Roadway edges, curbs, grass areas, plant material, manhole covers, fuel fill caps, parking lot drains, above ground utility equipment or any area that may not be identifiable during a snow storm at no cost to the state.

The contractor shall visit all site locations with his subcontractors to inspect the lay of the site, identify areas of concern and plan for snow storage. A DFM representative will be available if necessary.

Contractors will be responsible for completing a walk thru prior to the season AND at the end of the season for all locations awarded with a representative from the responsible agency. A punch-list will be completed and signed by both parties.

10. **RESPONSIBILITIES DURING SNOW SEASON**

Maintain a system whereby the Agencies can contact the contractor at a specified telephone number for 24 hours, 7 days a week. The Agency may ask that the vendor put personnel on a standby basis.

Be prepared to start plowing each site at the time designated by each Agency.

- A. The Agencies will under normal circumstances allow approximately two (2) hours between notification and the start time.
- B. Standby is defined as an agency representative giving authorization to a vendor to remain at a location. An agency representative will also authorize the release of the vendor from that location.

11. **RESPONSIBILITIES DURING A SNOW PLOW RUN**

Once a snow run has been requested, the contractor must:

- A. Arrive at the designated facility at the designated start time. This will under normal circumstances be approximately two (2) hours after verbal notification. However, it may be less than two (2) hours under certain conditions.
- B. The contractor shall immediately notify the responsible agency representative of changing weather or pavement conditions in their geographic area.
- C. Additional caution must be taken when plowing or spreading salt during business hours. In no case shall vehicles be plowed in or salt spread when pedestrians are within range. Contractor must adjust salt spreader to minimize the chance of salt hitting vehicles or landscape plants nearby.
- D. Contractor must notify the responsible agency representative if equipment or vehicle becomes out of service and advise how this will impact the target completions time for the assigned facilities. The State of Delaware reserves that right to hire additional contractors if out of service equipments impacts the final results.
- E. In the event of back-to-back runs, the contractor must obtain authorization before starting a second run.
- F. Piles of salt spilled by accident shall be removed or evenly spread on the pavement.
- G. Contractor is responsible for providing barricades flagmen and /or tailing vehicle with emergency lights when removing snow or ice in heavy traffic areas. The closing off of streets or parking lots shall be first approved by the responsible agency.
- H. Contractor shall provide a list of the sequence the sites will be plowed, unless otherwise directed by DFM. The list can be written or verbal.
- I. If the contractor or his subcontractor become involved in an accident with vehicle, pedestrian or property damage, they must notify the responsible agency representative immediately.

12. **RESPONSIBILITIES TO RECEIVE PAYMENT**

In order to receive payment for a snow run the contractor must submit a completed claim voucher to the responsible agency.

The Agencies will not pay for any run which has not been authorized by the appropriate Agency Representative.

Invoices must state the type of services performed for each location (e.g. plowing, salting, stand-by time, shoveling and /or calcium chloride application.) It must include the name of the facility and the facility code number, date and time the snow run was authorized and by whom. Materials, such as road salt for pavements and calcium chloride or sand for sidewalks must be listed as separate totals.

13. **RESPONSIBILITIES FOR DAMAGES**

The contractor is liable for damages including but not limited to signage, curbs, sidewalks, sod, shrubbery, trees and structures which he/she caused while plowing under this contract. The contractor must repair all damage for which he/she is liable as determined by the Agencies.

- A. All damages identified by inspection on or before March 15th, must be repaired by March 30th, of the respective year.
- B. All damages filed after March 15th, must be repaired within fifteen (15) days of notification.

Damages to windows, trap doors and other items, which may cause a safety hazard, must have temporary repairs made immediately and permanent repairs within forty-eight (48) hours of notification. Damages to automobiles and auto accidents must be reported immediately to the respective Agency.

If repairs are not completed in a satisfactory and timely manner, the Agency will have the right to cause repairs to be made and to recover costs, and otherwise retain amounts from the last trip owed the contractor to cover the States costs. A retainer of 10% minimum will be withheld from the contractor's invoice for which the damage occurred.

RESPONSIBILITIES FOR DAMAGES (continued)

The contract may be terminated upon recommendation of the Agency Representative when he/she or his/her authorized representative has determined that the contractor has:

- A. Abandoned the work to be performed under this contract.
- B. Assigned this contract to others without consent.
- C. Unnecessarily or unreasonably delayed any of the work to be performed under this contract.
- D. Failed to furnish enough properly skilled workmen or enough equipment to perform the work.
- E. Disregarded the instructions of the authorized representative.
- F. Failed to perform properly on any Facility as determined by the performance rating or other performance measures.
- G. Failed to repair damages properly in a timely manner.
- H. Otherwise been guilty of any substantial violation of any provision of the contract.

If the contractor's equipment fails, at any time, to meet the approval of the participating Agencies, the Agency will have the right to order such equipment off the job.

Should either Agency notify the Contractor that any contractor's employee is insolent, disorderly careless, unobservant of instruction or in any way a detriment to the satisfactory performance of these services, such employee shall be ordered off the job at once and thereafter shall not be allowed to engage in any part of the services. The contractor must replace that employee immediately.

At any time during the term of the contract, the Agency Representatives will have the right and privilege to inspect the contractor's equipment, and such equipment shall be made available for inspection within twenty-four (24) hours after request. The equipment shall be kept and maintained by the contractor in excellent working order and ready to start immediately at all times for the duration of the contract.

14. **RESPONSIBILITIES OF AGENCY**

The Division acknowledges and accepts the importance of its role in making this contract work smoothly. The Division accepts responsibility for fulfilling the following obligations to the best of its ability:

Maintain and encourage full communication with the contractor.

Inspect vehicles in a timely manner at times mutually agreed upon with the contractor.

Provide as much lead time as possible when calling for a run. In general, the Division will give approximately a two (2) hour notification unless there is the need for back-to-back runs or immediate runs due to severe conditions.

Provide a line of communication around the clock during snow emergencies, and maintain a log of calls between the Division and the contractor. The dispatcher will place calls for service, coordinate inspectors and sign-off vehicles where appropriate as quickly as possible.

Make payment within thirty (30) days of receipt of a properly executed claim voucher. If there is a dispute about the amount owed, the Division will approve payment of the amount not in dispute within thirty (30) days and withhold the disputed amount until resolution of the dispute. However, the Division will retain the final run payment until all contract provisions have been met.

15. **SPECIAL INSTRUCTIONS**

Building Number	Special Instructions
86	Richardson/Robbins Complex (south side) – includes staircase going to post office parking lot.
13	Public Archives (east side) Includes sidewalk that runs North to South and crosswalk areas in parking lot. Includes cross walk accesses from parking lot and steps leading to sidewalk parallel to Lockerman Street.
01	Legislative Hall (east & west sides) includes sidewalks that run north to south. Bidder does not have to remove snow from the amphitheater area and steps into amphitheater.
03	Townsend Building (east side) includes sidewalk that runs North to South.
20	Biggs Museum – (east side) includes sidewalks that runs North to South .
50	DelDot Danner Campus – Thru-way option will be utilized. The area consists of all black top areas and the run from Bay Rd. up to and including the second roundabout.
	Prices shall include all cost for mobilization and operations of any heavy equipment needed to complete the job. Additional costs will be quoted for heavy equipment mobilization and operations, upon request by Facilities Management to help with their in-house operations.
92	Facilities is responsible for the front steps and the front walk from the North entrance of the Carvel Building to the parking garage and from the West entrance to the plaza deck.
71 & 72	Snow does not need to be removed from the walkways that run east beyond the private hedge at Woodburn and Hall House

For questions on specific sites it is recommended that you schedule a site visit with the responsible agency.

16. **EQUIPMENT SPECIFICATIONS - VEHICLE**

The contractor shall have at his disposal, snow removal equipment in sufficient numbers to maintain all contracted sites in a safe and timely manner.

The equipment furnished under this contract must be in accordance with the following specifications and fully comply with any and all applicable Motor Vehicle Laws of the State of Delaware including showing a valid Delaware registration.

The Agencies reserve the right to reject any equipment that is not in acceptable working condition as determined by the Agency Representative. The Agencies further reserves the right to reject any piece of equipment that does not pass State administered inspections and road tests and comply fully with this specification at any time during the term of the contract.

The bid price shall include the cost of furnishing the operator, insurance, repairs, operating expendables, ballast, chains (if the truck is not equipped with radial tires), fuel, lubricants and all other costs related to the operation of the equipment. The Agencies will not provide ballast.

17. **AGENCY PLOWING REQUIREMENTS:**

The contractor is responsible for locating fire lanes, handicap ramp entrances, curb cuts, parking lot drains and plant material. Snow shall not be stored in these areas. The storage of snow from a heavy snow should be, if possible, stored next to an open drain or on the low side of the parking lot to reduce freezing run off.

As needed when authorized by the responsible agency sites included in this contract may have the snow hauled off the site.

Parking spaces should be cleared to the curb and snow pushed in such a way to minimize the use of parking spaces for snow storage.

Snow plow blade angle should be used in a way to prevent parked vehicles from being blocked in by snow.

Parking lots occupied by vehicles during a snow storm shall have parking lot throughways and driveways cleared to allow for egress of vehicles.

Do not turn use private drives to turn snow plow trucks around.

The contractor is responsible for identifying sites with parking bumpers and to use caution while removing snow near them to prevent damage.

18. **REQUIREMENTS FOR SIDEWALKS, STEPS, HANDICAP RAMPS CURB CUTS AND LANDINGS:**

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.

All exterior doors shall be cleared of snow whether there is a side walk leading to them or not.

During ice storms, use caution in removing ice from steps, ramps and sidewalks to prevent damage to the surface.

19. **REPORT TO THE FOLLOWING TO THE AGENCY REPRESENTATIVE IMMEDIATELY:**

If you are unable to start plowing at the appointed time.

If equipment breaks down while plowing.

If any Facility cannot be plowed and the reason why.

If any damage is done to other vehicles or property.

At completion of run.

**ZONE 1
 DIVISION OF FACILITIES MANAGEMENT**

ITEM	BUILDING LOCATION	BLDG. NO.	SQ. FT SIDEWALKS & ENTRANCES	SQ. FT PARKING LOTS & ENTRANCES
1.	State Police Troop #2 100 La Grange Ave. Bear, DE	29	12,655 sq. ft.	147,092 sq ft.
2.	Greater Wilmington DMV 2230 Hessler Blvd New Castle, DE	77	10,408 sq. ft.	378,000 sq. ft.
3.	New Castle County Courthouse 500 King Street Wilmington DE	84	34,795 sq. ft.	N/A.
4.	DNREC* 715 Grantham Lane New Castle, DE * Dept of Natural Resources & Environ. Control	90	3,418 sq. ft.	58,053 sq. ft.
5.	Support Services Building 1 Wilmington Ave Delaware City, DE	94	1,063 sq. ft.	12,400 sq. ft.
6.	Support Services Food Warehouse Delaware City, DE	95	680 sq. ft.	15,665 sq. ft.
7.	Support Services Surplus Property 1 Wilmington Ave Delaware City, DE	95A	1,834 sq. ft.	14,887 sq. ft.
8.	New Castle Inspection Lane 191 Airport Road New Castle, DE	97	3,002 sq. ft.	176,306 sq ft.

**ZONE 2
 DIVISION OF FACILITIES MANAGEMENT**

ITEM	BUILDING LOCATION	BLDG. NO.	SQ. FT SIDEWALKS & ENTRANCES	SQ. FT PARKING LOTS & ENTRANCES
1.	JP Court # 8 100 Monrovia Avenue Smyrna, DE	41	864 sq. ft.	5,467 sq. ft.
2.	State Police Firearms Training Ctr. 391 Clark Farm Road Smyrna, DE	83	1,500 sq. ft.	51,556- Facility 71,309 Skid Pad

**ZONE 3
 DIVISION OF FACILITIES MANAGEMENT**

ITEM	BUILDING LOCATION	BLDG. NO.	SQ. FT SIDEWALKS & ENTRANCES	SQ. FT PARKING LOTS & ENTRANCES
1.	Legislative Hall 411 Legislative Ave. Dover, DE	01	10,237	N/A
2.	Jesse Cooper Bldg. 417 Federal St. Dover, DE	02	7,752	N/A
3.	Townsend Bldg./War Bldg. 401 Federal St. Dover, DE	03	7,792	N/A
4.	Margaret O'Neil Bldg. 410 Federal St. Dover, DE	04	1,718	N/A
5.	Credit Union 150 E. Water St. Dover, DE	05	2,032	N/A
6.	Tatnall Bldg. 150 Wm. Penn St. Dover, DE	08	3,918	N/A
7.	Sykes Bldg. 45 The Green Dover, DE	10	2,111	N/A

**ZONE 3
 DIVISION OF FACILITIES MANAGEMENT**

ITEM	BUILDING LOCATION	BLDG. NO.	SQ. FT SIDEWALKS & ENTRANCES	SQ. FT PARKING LOTS & ENTRANCES
8.	Biggs Museum 406 Federal St. Dover, DE	12	4,136	N/A
9.	Public Archives 121 Duke of York St. Dover, DE	13	8,683	N/A
10.	Supreme Court 55 The Green Dover, DE	14	4,367	N/A
11.	Haslet Armory 122 William Penn Street Dover, DE	16	4,870	N/A
12.	Kent County Courthouse Murphy House 38 The Green Dover, DE	38	7,709	N/A
13.	Richardson Robbins Complex 89 Kings Highway Dover, DE	86	14,113 sq. ft.	N/A

NOTE: It is the contractor’s responsibility to inspect these sites in preparation for his bid. Locations with (N/A) are parking lot sites the Division of Facilities Management are responsible for plowing.

Do not include all the walkways that run the perimeters of the buildings in Zone 3. Contractor will however be responsible for snow/ice removal and applying de-ice material to all areas running from the perimeter walkways to the street curb line. These areas consist of the “landing areas” that run out to the curb line.

On the south side of Danner Campus for Zone 3 and Zone 4 there is an area that is available for storage of equipment and supplies. A waiver must be signed releasing the State of Delaware from any liability for items stored at the location.

**ZONE 4
 DELAWARE DEPARTMENT OF TRANSPORTATION**

ITEM	BUILDING LOCATION	BLDG. NO.	SQ. FT SIDEWALKS & ENTRANCES	SQ. FT PARKING LOTS & ENTRANCES
1.	DOT Highway Administration Danner Farm Campus 800 Bay Rd. Dover, DE	50	104,450 sq. ft.	570,000 sq. ft. 627,280 thru-way
2.	Raymond S. Pusey Sign Shop Danner Farm Campus 56 Shop Lane Dover, DE		N/A	26,010 sq. ft.
3.	Vasuki R. Hiraesave Building Danner Farm Campus 14 Sign Shop Lane Dover, DE		1160 sq. ft	44,618 sq ft

NOTE: DeIDOT is responsible for Zone 4. All areas listed in Zone 4 are to be cleared of measurable snow by 7:00am. If snowfall continues during the day, all areas should be cleared by 4:00pm, unless otherwise directed by a DeIDOT representative. Areas are to be cleared again when snowfall stops. Prices for this Zone are to be submitted in increments of 3", starting at 1". In cases where snowfall is approximately 1", the contractor is to contact the DeIDOT representative prior to the start of work to determine whether or not snow should be cleared and/or areas treated, and from which locations. In cases where snowfall is above 10", the 7" – 10" rate will apply, plus the rate for over 10" for every inch above 10". For example, a 12" snowfall will be invoiced at the 7"-10" rate, plus two times over the 10" rate. Prices will be based on the amount of snowfall at the time of plowing. However, if a large snow is expected and the contractor wishes to clear snow multiple times in order to stay ahead of the snowfall, the contractor may only invoice for the total amount of accumulation at the time the lot is required to be cleared, or for the total snowfall if the snowfall ends prior to the times required by DeIDOT. An aerial map will be available at the mandatory pre-bid.

Reimbursement will be based on accumulations posted on the following site:

<http://www.deldot.gov/public.ejs?command=PublicSnowfallAccumulation>

***Raymond S. Pusey Sign Shop: Snow must be placed at the South end of the parking lot.**

***No snow shall be placed/piled up on either side of the gated entrance, chain link fence or garage doors. It shall be moved to the rear of the facility. Loading dock ramp must be cleared of all snow as well.**

On the south side of Danner Campus for Zone 3 and Zone 4 there is an area that is available for storage of equipment and supplies. A waiver must be signed releasing the State of Delaware from any liability for items stored at the location.

**ZONE 5
 DIVISION OF FACILITIES MANAGEMENT**

ITEM	BUILDING LOCATION	BLDG. NO.	SQ. FT SIDEWALKS & ENTRANCES	SQ. FT PARKING LOTS & ENTRANCES
1.	Troop 5 18799 Sussex Highway Bridgeville, DE	34	5,319 sq ft	98,107sq.ft
2.	JP Court # 4 & 19 481 Stein Highway Seaford, DE	68	3,266 sq. ft.	16,572 sq. ft.
3.	JP Court #6 35 Camsfortune Way Harrington, DE 19952	69	1,754 sq. ft.	24,546 sq. ft

**ZONE 6
 DIVISION OF HISTORICAL AND CULTURAL AFFAIRS**

ITEM	BUILDING LOCATION	BLDG. NO.	SQ. FT SIDEWALKS & ENTRANCES	SQ. FT PARKING LOTS & ENTRANCES
1.	Woodburn 151 King's Highway Dover, DE 19901	71	Buildings 71 & 72 5,812 sq. ft.	N/A
2.	Hall House 181 King's Highway Dover, DE 19901	72	See Above	N/A
3.	The Old State House 25 The Green Dover, DE 19901	15	3,655 sq. ft.	N/A
4.	SHPO/DHCA Director's Office 21 The Green Dover, DE 19901	11	3,257 sq. ft	N/A