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|  **SECTION 1: PROJECT INFORMATION** |
| Master Agreement #: |       |  |  |  |  |  |  |  |  |  |  |  |
|  Work Description: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |       |  |  |
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|  | Master Agreement Modification #: |       |  |  |  |  |  |  |  |  |  |  |  |
|  | Bid Opening Date: |       |  | Award Date: |       |  |  |  |
|  | Delivery Order #: |       |  | Delivery Date: |       |  |  |  |
|  | Contract Amount: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **SECTION 2: DEPARTMENT INFORMATION** |
|  | Department Contract Administrator: |  |  |  |  |
|  | Office Phone #: |       |  |  |  | Mobile Phone #: |       |  |  |  |
|  | Email Address: |       |  | Fax #:  |       |  |  |  |
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|  | Mailing Address: |       |  |       |  |       |  |       |
|  |  |  |  | *City*  |  | *State* |  | *Zip* |
| **SECTION 3: CONTRACTOR/VENDOR INFORMATION** |
|  | Contractor/Vendor Company Name: |       |  |  |  |
|  | Contractor/Vendor Company Officer: |       |  |  |  |
|  | Company Project Manager: |       |  |  |  |
|  |  | Office Phone #: |       |  |  |  Mobile Phone #: |       |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | Project Traffic Control Coordinator: |       |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | Office Phone #: |       |  | Mobile Phone #: |       |  |  |  |
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|  | Work Zone Traffic Control Supervisor: |       |  |  |  |
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|  | Work Zone Traffic Control Technician: |       |  |  |  |
|  | **Master Agreement Work Area:** |  |  |  |  |

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| **SECTION 4: MASTER AGREEMENT CONTRACT TIME INFORMATION** |
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| **Specified Contract Completion Date:** |  |

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|  | **WORKING DAY CONTRACT** | **CALENDAR DAY CONTRACT** |  |
|  | Delivery Order Specified Begin Date: |       | Delivery Order Specified Begin Date: |       |  |
|  |  |  |  |  |  |
|  |  Number of Working Days: |       |  Number of Working Days: |       |  |
|  |  |  |  |  |  |
|  | Number of Working Days per Cycle: |       | Number of Working Days per Cycle: |       |  |
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|  | Contract Time Liquidated Damages ($/Day): |       |  |  |  |  |  |  |  |  |  |  |  |  |
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| **SECTION 5: DISCUSSION POINTS** (*Check each box after discussing with contractor/vendor.*) |
|  | **SAFETY:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | [ ]  |  Compliance with Sections 107.01.01 and 107.08 of the Standard Specifications |  |
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|  | **TRAFFIC CONTROL PLAN:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | [ ]  |  Significant Project |  |
|  | [ ]  |  Unclassified Project |  |
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|  |  | [ ]  | Work Zone Traffic Control Supervisor and Work Zone Traffic Control Technician requirements must be in accordance with Standard Specification 112.03.12 |  |
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|  | **MASTER AGREEMENT MODIFICATIONS:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | [ ]  | Master Agreement modifications will be approved prior to work beginning or at a time designated by the Department Contract Administrator. |
|  | [ ]  | Information for Master Agreement modifications will be provided to the Department Contract Administrator in a timely manner and will include a price breakdown and justification. |
|  | **MASTER AGREEMENT DELIVERY ORDER MODIFICATIONS:** |
|  | [ ]  | Master Agreement delivery order modifications will be approved at a time designated by the Department Contract Administrator. |
|  | [ ]  | Information for Master Agreement delivery order modifications will be provided to the Department Contract Administrator in a timely manner ad will include a price breakdown and justification. |
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| **SECTION 5: DISCUSSION POINTS** (*continued*) |
| **RIGHT-OF-WAY MOWING AND LITTER REMOVAL:** |
| **Mowing Operations** |
|  |
|  | [ ]  | Begin date for work and completion time/date |  |  |  |  |  |  |  |  |
|  | [ ]  | Sufficient equipment |  |  |  |  |  |  |  |  |
|  | [ ]  | Proper equipment identification |  |  |  |  |  |  |  |  |
|  | [ ]  | Conformity to flow of traffic guidelines |  |  |  |  |  |  |  |  |
|  | [ ]  | Proper use of a slope mower |  |  |  |  |  |  |  |  |
|  | [ ]  | Proper trimming procedures |  |  |  |  |  |  |  |  |
|  | [ ]  | Crew supervisor responsibilities |  |  |  |  |  |  |  |  |
|  | [ ]  | Operations with paved and rock-lined ditches |  |  |  |  |  |  |  |  |
|  | [ ]  | Mowing height |  |  |  |  |  |  |  |  |
|  | [ ]  | Designated non-mow area |  |  |  |  |  |  |  |  |
|  | [ ]  | Proper biomass and debris removal |  |  |  |  |  |  |  |  |
|  | [ ]  | Proper trimming procedures |  |  |  |  |  |  |  |  |
|  | [ ]  | Proper mowing equipment maintenance |  |  |  |  |  |  |  |  |
|  | [ ]  | Proper overnight parking |  |  |  |  |  |  |  |  |
|  | [ ]  | Procedures to repair or replace damaged property items |  |  |  |  |  |  |  |  |
|  | [ ]  | Turf, trees, & other vegetation |  |  |  |  |  |  |  |  |  |  |  |
|  | [ ]  | Appurtenances (Guardrail, Signs, Fences. Light Standards) |  |  |  |  |  |  |  |  |  |  |  |
|  | [ ]  | Mailboxes |  |  |  |  |  |  |  |  |  |  |  |
|  | [ ]  | Water Meters |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | [ ]  | Procedures to coordinate with roadside herbicide spraying operations |  |  |  |  |  |  |  |  |
|  | [ ]  | Procedures for inspections & acceptance of work |  |  |  |  |  |  |  |  |
|  | [ ]  | Procedures for invoicing & processing of pay documents |  |  |  |  |  |  |  |  |
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| **SECTION 5: DISCUSSION POINTS** (*continued*) |
| **RIGHT-OF-WAY MOWING AND LITTER REMOVAL** (*continued*): |
| **Litter Removal Operations** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | [ ]  | Designated litter removal areas |  |  |  |  |  |  |  |  |
|  | [ ]  | Litter items to be removed |  |  |  |  |  |  |  |  |
|  | [ ]  | Removal of tires, tire retreads, & other large discarded items |  |  |  |  |  |  |  |  |
|  | [ ]  | Procedures for disposal of collected litter |  |  |  |  |  |  |  |  |
|  | [ ]  | Additional litter removal cycles (early season & late season) |  |  |  |  |  |  |  |  |
|  | [ ]  | Procedures for inspections & acceptance of work |  |  |  |  |  |  |  |  |
|  | [ ]  | Procedures for invoicing & processing of pay documents |  |  |  |  |  |  |  |  |
|  | **ROADSIDE HERBICIDE SPRAYING OPERATIONS:** |  |  |  |  |  |  |  |  |
|  | [ ]  | Documentation of Kentucky Department of Agriculture pesticide applicator licenses |  |  |  |  |
|  | [ ]  | Begin date for work and completion time/date |  |  |  |  |  |  |  |  |
|  | [ ]  | Proper & acceptable herbicide application equipment |  |  |  |  |  |  |  |  |
|  | [ ]  | Description of work line items |  |  |  |  |  |  |  |  |
|  | [ ]  | Description of units of measurement |  |  |  |  |  |  |  |  |
|  | [ ]  | Materials (products) provided by the Department (coordination of transfers) |  |  |  |  |  |  |  |  |
|  | [ ]  | Materials (products) provided by the Contractor (Vendor) |  |  |  |  |  |  |  |  |
|  | [ ]  | Vendor plan of work performance |  |  |  |  |  |  |  |  |
|  | [ ]  | Vendor plan to manage pesticide discharges to comply with the KYG-99 permit |  |  |  |  |  |  |  |  |
|  | [ ]  | Procedures to address damages from off-target chemical injury and/or misapplication |  |  |  |  |
|  | [ ]  | Procedures to coordinate with KYTC Right-of-Way mowing operations |  |  |  |  |  |  |  |  |
|  | [ ]  | Procedures for daily pesticide application reporting & GPS application data |  |  |  |  |  |  |  |  |
|  | [ ]  | Procedures for inspections & acceptance of work |  |  |  |  |  |  |  |  |
|  | [ ]  | Procedures for invoicing & processing of pay documents |  |  |  |  |  |  |  |  |
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| **SECTION 5: DISCUSSION POINTS** (*continued*) |
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|  | **HAZARD, TREE, & BRUSH REMOVAL:** |  |  |  |  |  |  |  |  |
|  | [ ]  | Documentation of Kentucky Department of Agriculture pesticide applicator licenses |  |  |  |  |  |  |  |  |
|  | [ ]  | Begin date for work and completion time/date |  |  |  |  |  |  |  |  |
|  | [ ]  | Proper and acceptable tree removal & stump grinding equipment |  |  |  |  |  |  |  |  |
|  | [ ]  | Proper and acceptable herbicide application (stump treatment) equipment |  |  |  |  |  |  |  |  |
|  | [ ]  | Materials (products) provided by the Contractor (Vendor) |  |  |  |  |  |  |  |  |
|  | [ ]  | Description of work line items |  |  |  |  |  |  |  |  |
|  | [ ]  | Description of units of measurement |  |  |  |  |  |  |  |  |
|  | [ ]  | Procedures for disaster relief efforts to clear roadways (ice storms, heavy snowstorms, tornados) |  |  |
|  | [ ]  | Vendor plan of work performance |  |  |  |  |  |  |  |  |
|  | [ ]  | Procedures for tree removal around electric utility facilities / Contacting utility company |  |  |
|  | [ ]  | Procedures to address damages to potential adjacent areas or private property |  |  |  |  |  |  |  |  |
|  | [ ]  | Procedures for inspections & acceptance of work |  |  |  |  |  |  |  |  |
|  | [ ]  | Procedures for invoicing & processing of pay documents |  |  |  |  |  |  |  |  |
|  | **HIGHWAY SWEEPING:** |  |  |  |  |  |  |
|  | [ ]  | Begin date for work and completion time/date |  |  |  |  |  |  |
|  | [ ]  | Proper and acceptable highway sweeping equipment |  |  |  |  |  |  |
|  | [ ]  | Description of work line items |  |  |  |  |  |  |
|  | [ ]  | Description of units of measurement |  |  |  |  |  |  |
|  | [ ]  | Materials (products) provided by the Contractor (Vendor) |  |  |  |  |  |  |
|  | [ ]  | Vendor plan of work performance |  |  |  |  |  |  |
|  | [ ]  | Procedures to address sweeping of curbs, bike lanes, Park & Ride areas, and mountable medians |  |  |
|  | [ ]  | Procedures for disposal of collected waste  |  |  |  |  |  |  |
|  | [ ]  | Procedures for the collection & disposal of dead animals |  |  |  |  |  |  |
|  | [ ]  | Removal of tires, tire retreads, & other large discarded items |  |  |  |  |  |  |
|  | [ ]  | Procedures for inspections & acceptance of work |  |  |  |  |  |  |
|  | [ ]  | Procedures for invoicing & processing of pay documents |  |  |  |  |  |  |
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| **SECTION 5: DISCUSSION POINTS** (*continued*) |
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|  | **REST AREA JANITORIAL (CUSTODIAL) MAINTENANCE:** |  |  |  |  |  |  |
|  | [ ]  | Begin date for work and completion time/date |  |  |  |  |  |  |
|  | [ ]  | Proper and acceptable custodial maintenance procedures & equipment |  |  |  |  |  |  |
|  | [ ]  | Approved materials (products) provided by the Contractor (Vendor) |  |  |  |  |  |  |
|  | [ ]  | Proper staffing procedures including procedures for shift changes |  |  |  |  |  |  |
|  | [ ]  | Proper uniforms and PPE items for all staff |  |  |  |  |  |  |
|  | [ ]  | Procedures for training all new employees |  |  |  |  |  |  |
|  | [ ]  | Vendor plan of work performance |  |  |  |  |  |  |
|  | [ ]  | Description of work items |  |  |  |  |  |  |
|  | [ ]  | Description of units of measurement |  |  |  |  |  |  |
|  | [ ]  | Procedures for managing incidents at the facility |  |  |  |  |  |  |
|  | [ ]  | Procedures for Inspections & acceptance of work |  |  |  |  |  |  |
|  | [ ]  | Procedures for invoicing & processing of pay documents |  |  |  |  |  |  |
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|  | **REST AREA GROUNDS MAINTENANCE** |  |  |  |  |  |  |
|  | [ ]  | Begin date for work and completion time/date |  |  |  |  |  |  |
|  | [ ]  | Proper and acceptable grounds maintenance procedures & equipment |  |  |  |  |  |  |
|  | [ ]  | Approved materials (products) provided by the Contractor (Vendor) |  |  |  |  |  |  |
|  | [ ]  | Safety procedures for proper traffic flow |  |  |  |  |  |  |
|  | [ ]  | Vendor plan of work performance |  |  |  |  |  |  |
|  | [ ]  | Description of work items  |  |  |  |  |  |  |
|  | [ ]  | Description of units of measurement |  |  |  |  |  |  |
|  | [ ]  | Procedures for inspections & acceptance of work |  |  |  |  |  |  |
|  | [ ]  | Procedures for invoicing & processing of pay documents |  |  |  |  |  |  |
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| **SECTION 5: DISCUSSION POINTS** (*continued*) |
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|  | **RENTAL OF TRUCKS FOR SNOW & ICE CONTROL** |  |  |  |  |  |  |
|  | [ ]  | Scheduled dates for annual truck inspections |  |  |  |  |  |  |
|  | [ ]  | Documentation of proper CDL driver licenses |  |  |  |  |  |  |
|  | [ ]  | Procedure for truck inspections during ice & snow removal operations |  |  |  |  |  |  |
|  | [ ]  | Begin date for work and completion time/date |  |  |  |  |  |  |
|  | [ ]  | Call out notification process |  |  |  |  |  |  |
|  | [ ]  | Proper and acceptable trucks and attached equipment (snowplow, salt spreader, liquid system) |  |  |  |
|  | [ ]  | Safety procedures for proper traffic flow  |  |  |  |  |  |  |
|  | [ ]  | Proper procedures for annual training sessions |  |  |  |  |  |  |
|  | [ ]  | Vendor plan of proper work performance |  |  |  |  |  |  |
|  | [ ]  | Description of work items |  |  |  |  |  |  |
|  | [ ]  | Description of units of measurement |  |  |  |  |  |  |
|  | [ ]  | Procedures for inspections & acceptance of work |  |  |  |  |  |  |
|  | [ ]  | Procedures for invoicing & processing of pay documents |  |  |  |  |  |  |
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| **SECTION 6: SIGNATURE & STATEMENT OF UNDERSTANDING** |
| *The undersigned agree to be honest and forthcoming during this meeting, with the intent of communicating and cooperating with one another in a partnering effort tot achieve the best possible product for the Commonwealth of Kentucky.* |
| **Name** (*Print*.) | **Signature** | **Company** | **Email Address***Check the box if you would like a copy of the meeting notes.* | **Phone** |
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