

SP-091003  
(New)



**SPECIAL PROVISIONS  
FOR  
MAINTAINING POSTAL SERVICE**

Polk County

**Project No.**  
ESL-1945(758)--7S-77

**Effective Date**  
November 17, 2009

**THE STANDARD SPECIFICATIONS, SERIES 2009, ARE AMENDED BY THE FOLLOWING MODIFICATIONS AND ADDITIONS. THESE ARE SPECIAL PROVISIONS AND THEY SHALL PREVAIL OVER THOSE PUBLISHED IN THE STANDARD SPECIFICATIONS.**

## **1. MAINTAINING POSTAL SERVICE**

- A. It shall be the Contractor's responsibility to contact the U.S. Postal Service to ascertain its requirements for the maintenance of postal service to residents or businesses in the vicinity of the work site in accordance with the instructions of the Postal Service. The Contractor shall be responsible for mail boxes at temporary locations designated by the Postal Service, and at the completion of the work, the Contractor shall replace all mail boxes in locations and conditions satisfactory to the Postal Service.
- B. Not less than 24 hours prior to removing any mail box, the Contractor shall notify each affected resident or business addressee in writing advising them of the move and the location of their temporary mail box during construction.
- C. For each residential or business address affected by the work, the Contractor shall place a temporary mail box at a location approved by the Postal Service. Temporary mail boxes shall be in place so that postal service is maintained at all times. Any permanent mail box which must be removed shall be stored on the property from which it is removed and at a sufficient distance from the work area to insure it will not be damaged by construction activities. The Contractor shall install temporary mail boxes in accordance with Figure 1010.1.
- D. The temporary mail boxes shall conform to the following specifications:
  - Approximate Size: 19" Long, 6 ½" Wide, 8 ½" High
  - Front Loading
  - Residential or business address shown on the front.
  - The following inscriptions shall be embossed on the door of the mail box: "U.S. Mail" and "Approved by the Postmaster General."
- E. In cases where the posts upon which the box or boxes are fastened are in such condition that they cannot be reset, the Contractor shall furnish posts for this service. All costs incurred in this work shall be considered as incidental to the construction contract unless otherwise provided in the proposal or special provisions.

## **2. FINISHING AND CLEANUP REQUIREMENTS**

From time to time, as may be ordered by the Jurisdictional Engineer, and immediately after completion of the improvement, the Contractor shall, at its expense, cleanup and remove all refuse and unused materials of any kind resulting from the work. Upon failure to do so within three working days after such request by the Jurisdictional Engineer, the work may be done by the Jurisdiction and the cost thereof charged to the Contractor and deducted from its final payment. Upon completion of the work, the Contractor shall remove all its equipment and put the area of the work in a neat and clean condition and do all other cleaning necessary to complete the work in a workmanlike manner satisfactory to the Jurisdictional Engineer.

## **3. MEASUREMENT AND PAYMENT**

The Engineer will count the number of relocated mail boxes. The Contractor will be paid the contract unit price for the total number of mail boxes relocated.

**END OF SECTION**