

EXHIBIT A – Statement of Work

GENERAL MAINTENANCE AND REPAIR OF STOCKPILE FACILITIES FOR ALL YORK COUNTY PENNDOT LOCATIONS.

CONTACT PERSON:

Sean Smoker
1920 Susquehanna Trail N
York, PA 17404
717-718-6983

CONTRACTOR MAY VISIT SITE (UP TO 12 LOCATIONS) BEFORE BIDDING TO BECOME FAMILIAR WITH TYPES OF FACILITIES TO BE MAINTAINED.

Tours can be scheduled Monday-Friday (7am-3pm) by calling Sean Smoker at 717-718-6983 or 717-848-6230.

This statement of work shall provide for the Maintenance / Inspections / Repairs ONLY for all York County PennDOT locations, by way of replacement or repair of existing parts as deemed beneficial to the Commonwealth as determined by the Department Representative. The replacement part must be new, of the same exact component or a new upgraded component. All repairs must be authorized by the Department Contract Administrator or Facilities Manager.

GENERAL SPECIFICATIONS:

1. All preventative maintenance and inspection work will be performed between the hours of 7:00am and 3:00pm daily, except Saturday, Sunday, and Holidays. Call out for non-emergency repairs shall be scheduled withing three (3) work days of initial notification.

Contractor shall be available for call-out on a 24-hour basis, if needed.

Contractor shall provide names and telephone numbers for individual(s) in the company who may be contacted should an emergency occur.

2. Emergency is defined as:
 - The event of a natural disaster or fire – when the building would need to be stabilized or made safe to work around.

In the case of an emergency as such, the District Construction Project Administrator will be notified immediately and will determine the proper procedure to follow to stabilize the structure or condemn the structure.

Emergency service work performed between the hours of 7:00am and 3:00pm daily, except Saturday, Sunday, and Holidays, receive the same labor rate. Emergency service performed at hours other than those above will be billed at an overtime rate.

Department will state during the request notification if the call-out is an emergency.

In an emergency the contractor is responsible to have a technician on site within three (3) hours of the call-out request. Emergency repairs may occur on a limited basis after 3:00pm until 7:00am weekdays and weekends from Friday at 3:00pm until Monday at 7:00am and State Recognized Holidays.

3. Access to the stockpile will include accompaniment by a Department employee during the unoccupied period.
4. Contract period 06/01/2024 to 06/30/2025 shall be 1 year 1 month with two (2) 1-year renewal options. Renewal will be agreed upon by mutual agreement.
5. Bid prices shall include all travel, labor, equipment, overhead, and profit. Time starts upon arrival at the jobsite and ends when leaving the jobsite. Award shall be based on the total low bid for all line items.

All quantities are estimated.

6. Length of time to complete project after given notice to proceed with repairs should not exceed 60 calendar days.
7. This contract provides a line item for a 2nd Technician equivalent to the 1st Technician to perform requested maintenance/repair services. Both Technicians may be on site performing requested repair/service.
8. Contractor shall furnish the personnel and equipment of the type, condition, and quantity necessary for the proper and productive execution of the contracted work.

Contractor shall be responsible for the disposal of items/materials removed to an approved disposal site unless otherwise indicated to be retained by the Facilities Manager or Contract Manager.

Contractor shall maintain all equipment in good condition prior to and during use in connection with this contract, subject to inspection by PennDOT if Facilities Manager requests.

Contractor shall provide all lubricants, fuel, fluids, and antifreeze for equipment. Contractor shall ensure that all equipment and operators are in conformance with applicable PA Motor Vehicle Law and Federal regulations.

9. All labor and materials used at this facility will be documented on a Confirmation of Service Form (OS-501). This form will be signed by the contractor's representative and emailed or faxed to the Department Contract Administrator following completions of work assignment. Supporting documentation for materials used will be attached to the OS-501 and the invoice. This form shall serve as backup documentation for payment. Original invoices will be emailed to the Comptroller's Office listed on the Purchase Order.
10. The authorized Department Representative calling for service must provide their name, title, and phone number. This information must appear on the service call work order. The work order is to be completed with a description of work and services needed along with a cost estimate for repairs. The work orders are to be signed by the Department Representative and the Contractor's Service Technician. A copy is to be given to the Department. Contractor must provide an estimate for repair cost including materials and labor before approvals will be given to proceed with repair.
11. Contractor may sub-contract work as needed. Contractor must pay sub-contractor for services requested by the Contractor. When billing PennDOT for work completed by a sub-contractor; Contractor must bill sub-contractor costs in accordance with pay items in this contracts and line items listed in the Purchase Order. Sub-Contractor must adhere to same contract requirements, terms, and conditions as Contractor.
12. Two (2) instances of failure to respond within the timed constraints, unless otherwise permitted in writing by the Department Contract Administrator, can constitute a violation of the contract which gives the Department, at its discretion, the right to cancel the contract and retain services from the next lowest bidder and surcharge the low bidding contractor for cost differences incurred during current contract term.
13. The Contractor shall repair or replace any of PennDOT's property, real or physical, or private property damaged during the performance of their duties at no additional cost to PennDOT.

Scope of Work for repairs and routine maintenance of facilities:

All Quantities Are Estimated.

The Contractor shall provide preventative maintenance, testing and/or inspection services to stockpile buildings managed by the Department. Any repair service performed must be as a direct result of and be required to complete the specific preventative maintenance and or inspection activities. All repairs shall be performed in accordance with the OEM specifications. All work shall be performed in accordance with all State and Local laws, codes, and ordinances which relate to the work.

All work shall be performed in a safe and orderly manner with minimum interference to persons using the facility. The contractor shall be aware of the latest safety regulations when entering confined areas. When working in such areas, all precautions shall be taken as required by these regulations. The Contractor shall comply with all local, state, and federal laws and with OSHA safety requirements.

Time starts upon arrival at the job site and ends when leaving the job site.

1. Stockpile Inspections

- Complete Inspection every spring in April.
- Not responsible for roofing, electrical, or plumbing/heating systems.

COMPONENT	INSPECT	LOCATION
Entry Doors	Ensure proper operation. Check exterior and interior condition Check flashing for impenetrability. Apply caulk as needed	All Stockpiles
Windows	Check exterior & interior condition. Ensure they seal/close properly Apply caulk as needed	All Stockpiles
Siding	Check condition. Ensure not damaged or rotten. Check plywood underlayment for damage or rotting.	All Stockpiles
Bird Netting	Ensure intact (in salt domes/buildings)	All Stockpiles
Masonry	Check condition of mortar, bricks, etc.	SP 01
Garage Doors	Check working condition of tracks, seals, rollers, lift motors, safety sensor, etc. Spray moving parts with lubricating oil as needed.	SP 01, SP 02, SP 03, SP 10, SP 17

*AWARDED CONTRACTOR MUST CONTACT SEAN SMOKER AT 717-718-6983 BEFORE EACH SCHEDULED INSPECTION TO INSURE ACCESS TO STOCKPILE.

2. Repairs

- Completed as needed or during emergency situations
- This contract does not include roofing, electrical, plumbing, or HVAC system repairs.
- No alterations to structural components or system replacements are permitted.
- Contractor must provide a detailed estimate for repair; breaking down labor, equipment, and material costs.
 - Must replace with same or comparable material to existing.

PAY ITEMS:

Pay Item 1: Technician 1, Regular Hours

The Contractor shall make repairs as needed to York County PennDOT stockpile facilities that will maintain functionality and watertight integrity. The work completed shall be warrantied for 180 days from last date of service of project. Some repairs may be made under warranty from manufacturer, some will be made through the use of this contract.

Technician must be qualified to perform services requested.

All work performed must meet or exceed regulations of the Pennsylvania Department of Labor and Industry. The work shall be performed in accordance with all State and Local laws, codes, and ordinances related to the service requested.

Pay Item 1 Unit of Measure – 1 person – Hour

Pay Item 2: Technician 2, Regular Hours

The Contractor shall make repairs as needed to York County PennDOT stockpile facilities that will maintain functionality and watertight integrity. The work completed shall be warrantied for 180 days from last date of service of project. Some repairs may be made under warranty from manufacturer, some will be made through the use of this contract.

Technician must be qualified to perform services requested.

All work performed must meet or exceed regulations of the Pennsylvania Department of Labor and Industry. The work shall be performed in accordance with all State and Local laws, codes, and ordinances related to the service requested.

This line item is to be used for in the case a 2nd technician is needed to assist with project completion. No pre-authorization is required.

If a 3rd technician is needed the Contract Administrator or Facilities Manager must be notified to ensure sufficient funds are available.

Pay Item 2 Unit of Measure – 1 person – Hour

Pay Item 3: Equipment

Contractor must provide or rent all equipment necessary to complete work.

Contractor shall provide all lubricants, fuel, fluids and antifreeze for equipment.
Contractor shall ensure all equipment and operators are in conformance with applicable PA Motor Vehicle laws and federal regulations.

Contractor must pay any sub-contractor for services requested by the Contractor.

Pay Item 3 Unit of Measure – 1 equipment – Hour

Pay Item 4: Emergency Callout

Department will state during the request notification if the call-out is an emergency.

In an emergency the contractor is responsible to have a technician on site within three (3) hours of the call-out request. Emergency repairs may occur on a limited basis after 3:00pm until 7:00am weekdays and weekends from Friday at 3:00pm until Monday at 7:00am and State Recognized Holidays.

Contractor shall be available for emergency calls on a 24-hour basis.

Pay Item 4 Unit of Measure – 1 person – Hour

Pay Item 5: Stockpile Inspection

Conducted annually in the Spring – Approximately April.

Contractor may use their own inspection checklist after approval from Contract Administrator and Facilities Manager. If Contractor does not have one the Contract Administrator will create one.

Inspection must include the following components and inspection points:

COMPONENT	INSPECT	LOCATION
Entry Doors	Ensure proper operation. Check exterior and interior condition Check flashing for impenetrability. Apply caulk as needed	All Stockpiles
Windows	Check exterior & interior condition. Ensure they seal/close properly Apply caulk as needed	All Stockpiles
Siding	Check condition. Ensure not damaged or rotten. Check plywood underlayment for damage or rotting.	All Stockpiles
Bird Netting	Ensure intact (in salt domes/buildings)	All Stockpiles
Masonry	Check condition of mortar, bricks, etc.	SP 01

Pay Item 5 Unit of Measure – 1 inspection – Each

Pay Item 6: Stockpile Garage Door Inspection

Conducted annually in the Spring – Approximately April

Contractor may use their own inspection checklist after approval from Contract Administrator and Facilities Manager. If Contractor does not have one the Contract Administrator will create one.

Inspection must include the following components and inspection points:

COMPONENT	INSPECT	LOCATION
Garage Doors	-Check working condition of tracks, seals, rollers, lift motors, safety sensor, etc. -Spray moving parts with lubricating oil as needed.	SP 01, SP 02, SP 03, SP 10, SP 17

Stockpile Garage Door Location & Type:

- Stockpile 01
 - Upper Garage: 4 Automatic
 - Lower Garage: 6 Automatic
 - Tin Shed: 1 Automatic
 - Basement: 2 Automatic
- Stockpile 02
 - Personnel Building: 1 Manual
- Stockpile 03
 - Paint Shed: 6 Manual
- Stockpile 10
 - Salt Brine Building: 1 Automatic
- Stockpile 17
 - Personnel Building: 3 Automatic

Pay Item 6 Unit of Measure – 1 inspection – Each

Pay Item 7: Materials

No material purchase in excess of \$500 may be initiated at any one appointment without approval from the Facilities Manager or Contract Administrator. The Department reserves the right to supply materials to be installed by the contractor, when it is deemed to be in the best interested of the Commonwealth.

Pay Item 2 Unit of Measure – 1 dollar unit – Each

APPENDIX A – SPECIFICATIONS

PennDOT's Strategic Environmental Management Program (SEMP) Requirements:

The contractor must comply with PennDOT's Strategic Environmental Management Program (SEMP) Requirements. The requirements of this program can be found on PennDOT's website at www.pa.gov

SEMP is an environmental management system that ensures PennDOT employees and business partners continue appropriate environmental stewardship in everyday maintenance practices. Three areas of focus include Winter Services, Stockpile and Garage Management, and Maintenance Operations. SEMP establishes best management practices within maintenance to make certain PennDOT follows the key principles of the Green Plan Policy, protects the environment, conserves resources, and complies with environmental laws and regulations.

This work consists of the repair on facility and salt storage buildings by various classes of workers. Prior to performing work, submit estimate resulting from inspections of buildings. Do not complete work until estimate is approved and notification is given by the Department Contract Administrator or Facilities Manager.

Materials & Construction

All work performed by skilled craftsman in a professional manner is warranted for a period of one (1) year from completion of work and acceptance of work by the Department.

All hand tools (hammers, screw drivers, drills, drill bits, saws, saw blades, chisels, etc), fastening devices (nails, staples, screws, adhesives, etc.), safety equipment (gloves, goggles, safety glasses, hardhats, etc), ladders, and scaffolding are considered incidental to the work performed.

Contractor is responsible for arranging rental tools and/or equipment needed to perform repair. Must be included in estimate.

APPENDIX B – LOCATIONS

Stockpile #01

1920 Susquehanna Trail – North
York, PA 17404
(Manchester Township)

Stockpile #08

3441 Blue Hill Rd
Hanover, PA 17331
(Manheim Township)

Stockpile #02

5900 Route 30 East
York, PA 17406
(Hellam Township)

Stockpile #10

4321 Fox Run Road
Dover, PA 17315
(Dover Township)

Stockpile #03

2230 North George St
York, PA 17402
(Manchester Township)

Stockpile #12

985 Bacon Road
Felton, PA 17322
(Chanceford Township)

Stockpile #05

6971 Lincoln Highway
Thomasville, PA 17364
(Paradise Township)

Stockpile #16

250 Alum Rock Road
New Park, PA 17352
(Fawn Township)

Stockpile #06

19 Glenwood Road
Dillsburg, PA 17019
(Franklin Township)

Stockpile #17

131 Snodgrass Road
Airville, PA 17302
(Lower Chanceford Township)

Stockpile #07

988 E. Forrest Avenue
New Freedom, PA 17349
(Shrewsbury Township)

Stockpile #25

1500 Old Trail Road
Etters, PA 17319
(Newberry Township)