

## Aircraft Maintenance Statement of Work

The Department of Transportation (PennDOT), Bureau of Aviation (BOA), Flight Services, is seeking a contractor to provide Federal Aviation Regulation certified maintenance and inspection for the following aircraft:

- (N81PA) – Super King Air 350, S/N FL-250
- (N82PA) – Cessna 182 Skylane, S/N 18268586
- (N83PA) – Piper PA31-325 Navajo, S/N 31-8112050

### 1. MAINTENANCE AND INSPECTION

An estimated 575 hours per year of routine maintenance and inspection service is to be provided as requested by the Bureau of Aviation during the normal Department of Transportation business hours of 8:00AM to 04:30PM Eastern Time (ET); on site at PennDOT's Bureau of Aviation, Capital City Airport, 611 Ross Avenue, New Cumberland, PA 17070. Additionally, should a need materialize, service is to be provided as necessary at an alternate service location within the land boundaries of the Commonwealth of PA. The awarded vendor must be able to provide maintenance outside of normal business hours, including weekends and holidays. The awarded vendor will be required to respond to all requests for services within 24 hours.

### 2. CERTIFICATIONS

Every mechanic employed by the contractor and assigned to service BOA aircraft must have an Airframe and Powerplant (A&P) License per Federal Aviation Regulation (FAR) Part 91, and at least one mechanic must also hold an Inspection Authorization (IA) certification. These certifications must be held for the life of the Contract. Bids will be evaluated on the basis of one hourly rate quoted for both maintenance and inspection regardless of the service location.

### 3. TRAVEL

Travel to and from the vendor's headquarters and the Bureau of Aviation address will be at the vendor's expense. Should a need arise that would require the vendor to travel to an alternate service location, travel expenses incurred by the vendor will be reimbursable according to Commonwealth policy as outlined in [Management Directive 230.10](#), "Commonwealth Travel Policy", in effect at the time the travel is required. The contract created from this solicitation will have an additional line item with an allowance for travel. Current rates can be verified by contacting the Bureau of Aviation Director or the Multimodal Administration Division Chief.

### 4. PARTS AND SUPPLIES

The contract created from this solicitation will have an additional line item with an allowance for parts and supplies procured by the vendor on PennDOT's behalf. Parts or supplies procured by the vendor may include a mark-up between 1% and 10%, however PennDOT retains the right to procure parts or supplies through a separate procurement process. The vendor will be required to submit supporting documentation for the cost of the aforementioned parts or supplies. The vendor

## Aircraft Maintenance Statement of Work

must include this supporting documentation when invoicing for services provided under this contract.

### 5. NOTICE TO PROCEED

Prior to the start of work during normal business hours, approval must be provided by the Multimodal Administration Division Chief, Bureau of Aviation Director, or Deputy Secretary for Multimodal Transportation for equipment maintenance, inspection, and necessary parts. Notice to Proceed for each individual request for service will be given to the Contractor in the form of an executed SRM purchase order, or an OS-532, Purchasing Card Telephone/Fax Order form.

Should a need arise that would require service outside of the normal business hours stated in Section 1, the Contractor must obtain verbal approval from the Director of the Bureau of Aviation or the Deputy Secretary for Multimodal Transportation before proceeding with any service. At the beginning of the next regular Commonwealth business day, BOA will provide a Purchase Order or an OS-532, Purchasing Card Telephone/Fax Order form, whichever is applicable, to the Contractor.

### 6. VERIFICATION OF SERVICE

Upon completion of requested services, and prior to submitting invoices, the vendor must immediately submit to Flight Services a completed [OS-501, Confirmation of Services Form](#) or comparable vendor substitute. Any substitute form must include the following information: **Vendor Name, Supplier Number, Date of Service, Applicable PO Line Item, Description of Service or Supply, Quantity, Unit of Measure, Unit Price, Line Item Total Price.** This documentation must be reviewed and signed by either the Bureau of Aviation Director or the Multimodal Administration Division Chief before payment can be made. The vendor shall invoice the Commonwealth of Pennsylvania for services after they have been completed, and invoices must include all supporting documentation mentioned above.

### 7. INSURANCE REQUIREMENTS:

The Contractor is required to have in place during the entire term of the Contract and any renewals or extensions thereof, the following types of insurance, issued by companies acceptable to the Commonwealth and authorized to conduct such business under the laws of the Commonwealth of Pennsylvania:

**A. Worker's Compensation Insurance** for all of the Contractor's employees engaged in work at the site of the project as required by law.

**B. Public Liability and Property Damage Insurance** to protect the Commonwealth and the Contractor from claims for damages for personal injury (including bodily injury), sickness or disease, accidental death and damage to property including the loss of use resulting from any property damage, which may

## Aircraft Maintenance Statement of Work

arise from the activities performed under the Contract or the failure to perform under the Contract, whether such performance or non-performance be by the Contractor. The minimum amounts of coverage shall be \$250,000 per person and \$1,000,000 per occurrence for bodily injury, including death, and \$250,000 per person and \$1,000,000 per occurrence for property damage. Such policies shall be occurrence rather than claims-made policies and shall not contain any endorsements or any other form designated to limit and restrict any action by the Commonwealth, as an additional insured, against the insurance coverage in regard to work performed for the Commonwealth.

Prior to commencement of the work under the Contract and at each insurance renewal date during the term of the Contract, the Contractor shall provide the Commonwealth with current certificates of insurance. These certificates or policies shall name the Commonwealth as an additional insured and shall contain a provision that the coverages afforded under the policies will not be cancelled or changed until at least thirty (30) days written notice has been given to the Commonwealth.

The Commonwealth shall be under no obligation to obtain such certificates from the Contractor(s). Failure by the Commonwealth to obtain the certificates shall not be deemed a waiver of the Contractor's obligation to obtain and furnish certificates. The Commonwealth shall have the right to inspect the original insurance policies.

**C. Aircraft Liability** – A minimum of \$3,500,000.00 for maintenance and repair operation liability and a minimum of \$3,500,000.00 aircraft replacement insurance.

8. OPTION TO RENEW: Refer to the Terms and Conditions for renewal language.
9. ESCALATION CLAUSE: Refer to the Terms and Conditions for escalation language.
10. OPTION TO EXTEND: Refer to the Terms and Conditions for information on extension options.
11. ESTIMATED QUANTITIES: All quantities are estimated. The Department reserves the right to increase or decrease these quantities based upon need.
12. SUBMISSION OF BIDS  
Electronic bids will only be accepted electronically via the [Pennsylvania Supplier Portal](https://pasupplierportal.state.pa.us) at: <https://pasupplierportal.state.pa.us>.

Agency Purchasing Contact(s):  
Nicole Lindsay-Lane  
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No further information for this Contract.