

## SNOW AND ICE REMOVAL SERVICES SPECIFICATIONS OF WORK

The Department of Labor and Industry, PA CareerLink® Luzerne County at Hazleton is soliciting for a Contractor to provide snow and ice removal services as specified herein, on the premises occupied by the PA CareerLink® Luzerne County at Hazleton located at 75 North Laurel Street, Hazleton, PA 18201-5950.

The term of the contract is anticipated to begin December 1, 2017 and expire November 30, 2019.

### SERVICES

Snow removal from entrances/exits, steps, landings, ramps, building sidewalks, public sidewalks, parking lot, and driveway are to be performed on an as-needed basis, when snow accumulations reach one (1) inch or more to maintain sufficient access to the PA CareerLink® office and/or prevent the danger of injury or accident. Contractor will be notified by the PA CareerLink Site Administrator, or designee, if services are needed at lower accumulations than specified herein. Snow removal is to be performed Monday through Friday prior to 6:30 A.M. and/or during the day when necessitated by the accumulation of snow.

Services may be required weekdays, weekends or State Holidays. In the event of heavy snow falls/ice with accumulations of 6 inches or more, snow and ice must be removed on the first business day by 6:30 A.M. following the snowfall or storm. The PA CareerLink® office's normal working hours are 8:00 A.M. till 4:30 P.M. Monday through Friday. State Holidays for budget fund years 2017-2019 are as follows:

Holiday	2017	2018	2019
New Year's Day		January 1, 2018	January 1, 2019
Martin Luther King Day		January 15, 2018	January 21, 2019
President's Day		February 19, 2018	February 18, 2019
Memorial Day		May 28, 2018	May 27, 2019
Independence Day		July 4, 2018	July 4, 2019
Labor Day		September 3, 2018	September 2, 2019
Columbus Day		October 8, 2018	October 14, 2019
Veterans Day		November 12, 2018	November 11, 2019
Thanksgiving		November 22, 2018	November 28, 2019
Day After Thanksgiving		November 23, 2018	November 29, 2019
Christmas	December 25, 2017	December 25, 2018	December 25, 2019

Cindering or salting are to be performed as necessary to de-ice and prevent the danger of injury or accident on entrances/exits, building sidewalks, public sidewalks, parking lot, and driveway. Cindering or salting is to be performed Monday through Friday (except State holidays) prior to 6:30 A.M. and/or during the day when necessitated by the accumulation of ice. When it becomes necessary to use de-icing chemicals they shall be used judiciously to avoid damage to footwear, concrete, and landscape material.

Contractor shall provide a Material Safety Data Sheet (MSDS) as required by the Occupational Safety and Health Administration (OSHA) act for the PA CareerLink® office's records for any chemical de-icing products used.

When plowing the parking lot, snow should be compiled in an area designated by the Site Administrator or designee to ensure adequate access to the parking lot and all parking spaces. The hauling of snow should only be done at the Site Administrator's or designee's request. The hauling of snow to remove from property is to be performed as necessary to prevent the danger of injury or accident and/or maintain adequate parking space. Hauling of snow from property is to be performed prior to 7:00 A.M. or after 5:00 P.M. Monday through Friday.

## **CONTRACTOR RESPONSIBILITIES**

The Contractor will provide all labor, transportation, equipment, tools, and materials to perform snow and ice removal necessary to achieve the following requirements: maintain sufficient access to the PA CareerLink® office and public sidewalks and to prevent the danger of injury or accident on the PA CareerLink® premises.

Snow and ice shall be removed from entrances/exits, building sidewalks, public sidewalks, parking lot, and driveway as specified herein. Contractor will be notified by the PA CareerLink Site Administrator, or designee, if additional services are needed outside of the stated requirements.

Any damages to the existing building, sidewalks, entrances/exits, parking lot, driveway, guardrails, landscaping, grass, fencing, or contained utility lines, caused by the Contractor in the process of providing snow removal and/or de-icing services on site shall be replaced/repared by the Contractor. The damaged items shall be restored to the original condition at no additional cost to the Commonwealth. These repairs/replacements shall match the existing in all cases and shall be completed to the satisfaction of the PA CareerLink® office.

The Contractor will be responsible for effecting reimbursement to the PA CareerLink® for damages to property, building or facility caused by an employee under this contract when deemed by a Department investigation that such damage was the result of negligence, misconduct, abuse or misuse of such property, building or facility.

The Contractor will address repairs within a reasonable time, with consideration to the time required to obtain necessary materials and/or parts.

The PA CareerLink® office reserves the right to objectively evaluate the quality of workmanship. Any work found to be inferior shall be corrected by the Contractor at no additional cost to the Commonwealth.

The Contractor or designee may be required to participate in meetings as requested by the PA CareerLink® office to discuss services.

Travel time to the PA CareerLink® office is considered to be accompanying to the cost of services; no payments will be made for travel time.

The Contractor shall not subcontract with any person or entity to perform all or any part of the work to be performed under this Contract without the prior written consent of the Commonwealth, which consent may be withheld at the sole and absolute discretion of the Commonwealth.

## **CONTRACT TERM**

The term of the initial Purchase Order/Contract is 24-months and will commence with the issuance of the Purchase Order/Contract and notice to proceed. L&I will make every effort to have the effective date be December 1, 2017 and expire on November 30, 2019.

## **RATES**

Prices quoted should include all labor, equipment and materials required to perform the requested snow and ice removal services.

Rates quoted for services are to remain the same for the full term of the contract.

Materials are to be charged at contractor cost plus no more than 10%. Any materials furnished are to be of first quality.

Services to be quoted:

- Snow removal and de-icing of entrances/exits; including steps, landings, ramps (per hour)
- Snow removal and de-icing of sidewalks (118') (per hour)
- Snow removal and de-icing of parking lot (124' x 40') (per hour)
- Snow removal and de-icing of driveway (83') (per hour)
- Hauling of snow (each)
- Cindering/salting application ONLY (each) [*When snow removal is not necessary.*]
- Materials quoted at \$1.00/unit

It shall be understood and agreed that the quantities listed in the proposal are estimated only and may be increased and decreased in accordance with the actual requirements.

### **OPTION TO RENEW**

The Purchase Order/Contract or any part of the Purchase Order/Contract may be renewed for three (3) additional 12-month periods at the discretion of the Commonwealth. If the Purchase Order/Contract is renewed, the same terms and conditions set forth in the original Purchase Order/Contract shall apply. The Commonwealth allows for no more than a 3% increase in pricing if requested by the vendor and received in Procurement Office 30 days before renewal date.

### **EXTENSION OF TERM**

The Commonwealth reserves the right, upon notice to the Contractor, to extend any single term of the Contract for up to three (3) months upon the same terms and conditions.

### **SITE VISIT (OPTIONAL)**

A site visit is not a requirement for this IFB. However, interested bidders that prefer to conduct a site visit prior to placing a bid may schedule an appointment with the site contacts provided below.

**Site Contact(s):**

Robert Pisko, CareerLink Program Supervisor

(570)459-3854 ext. 124

[rpisko@pa.gov](mailto:rpisko@pa.gov)

Christine Jensen, CareerLink Site Administrator

(570)822-1101 ext. 3057

[christinejensen@lswib.org](mailto:christinejensen@lswib.org)

## **PAYMENTS TO CONTRACTOR**

The contractor shall be paid upon satisfactory completion of work performed and timely submission of an invoice on the contractor's letterhead. Contractor shall be reimbursed for services actually accepted by the Commonwealth.

Invoices must be received by the Commonwealth within 60 days from the date of service. Invoices may be submitted via U.S. Postal mail or email to one of the following addresses:

**Mailing Address:**

Commonwealth of PA-PO Invoices  
PO Box 69180  
Harrisburg, PA 17106

**Email Address:** [69180@pa.gov](mailto:69180@pa.gov)

Suppliers are required to provide four mandatory elements on PO invoices: PO Number, Invoice Date, Invoice Number, and Invoice Gross Amount. Failure to comply will result in the return of the invoice without payment. Additional information such as supplier name, vendor SAP number, address, remit-to information and PO line item details are optional to include on the invoice, but are recommended for improved invoice processing.

## **BID SUBMISSION**

BIDS MUST BE SUBMITTED ELECTRONICALLY VIA [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us)

**BIDS ARE DUE BY: October 30, 2017 no later than 10:00 AM-- LATE BIDS WILL BE DISQUALIFIED**

Failure to submit bid as described above may result in bid being rejected as non-responsive.

Email Labor & Industry Procurement at [RA-li-OIT-BAS-Procur@pa.gov](mailto:RA-li-OIT-BAS-Procur@pa.gov) for questions regarding specifications or bidding on this solicitation and include the Solicitation Number in the subject line. All questions must be submitted before October 23, 2017 no later than 2:00 PM to allow sufficient time for us to provide the answers before the bid closes.

### **BID ATTACHMENTS:**

1. Specifications or Statement of Work (SOW)
2. Terms and Conditions (includes minimum wage language or any document making up Terms and Conditions such as delivery schedule).
3. Proof of Site Visit (optional to submit with bid)
4. Reciprocal Limitations