

SNOW REMOVAL SERVICES SPECIFICATIONS OF WORK

PA Dept. of Labor & Industry, Altoona Unemployment Compensation Service Center
1101 Green Avenue, Altoona, PA 16601 • (814) 505-1082

The Commonwealth of PA Department of Labor and Industry (DLI) is soliciting for a supplier to provide Snow Removal Services as described within these specifications, on the premises occupied by the Altoona Unemployment Compensation Service Center ("Altoona UCSC") located at 1101 Green Avenue, Altoona, PA 16601.

This Invitation to Bid is reserved for Department of General Services Certified (DGS) Small Businesses.

The Department of Labor and Industry has set aside this solicitation for the Small Business Procurement Program to provide DGS certified small businesses with opportunities to compete against other DGS certified small businesses for Commonwealth Agency contracts.

Only DGS certified small businesses are eligible to submit a bid.

SCOPE OF WORK

The snow/ice removal from the parking lot, entranceway and sidewalks of the Altoona UCSC must be performed in accordance with the specifications as provided herein.

CONTRACT PERIOD

The term of the initial Contract is 12 months anticipated to begin November 2, 2020 and expire November 1, 2021. The Contract may be renewed for two (2) additional 12-month terms at the discretion of the Commonwealth. 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.

RATE QUOTE

Rates are to be quoted for:

1. Parking Lot - Plow and/or Salt (Line 1, per event)
2. Parking Lot - Additional Plow and/or Salt. Plowing and/or application of salt when same day repeat services are necessary due to heavy snowfall or ice accumulation (Line 2, per event)
3. Sidewalks - Plow and/or Salt. Clear Snow from sidewalks and/or application of non-corrosive, eco-friendly, blended ice melt. May include use of a snowblower, shovel, and blower. Includes public sidewalks along 10th Avenue expressway, 11th Street and Green Avenue. (Line 3, per event)
4. Sidewalks - Additional Plow and/or Salt. Clear Snow from sidewalks and/or application of non-corrosive, eco-friendly, blended ice melt when same day repeat services are necessary due to heavy snow fall or ice accumulation. May include use of a snowblower, shovel, and blower. (Line 4, per event)
5. Parking Lot - Excess Snow Removal. Remove excess snow to an off-site location when snow inhibits parking areas. (Line 5 per event)

SCHEDULE

Services may be performed Monday through Friday. Normal operational hours are 7:00 a.m. to 5:00 p.m. Monday through Friday. When heavy snow accumulation over one (1) inch or ice accumulation occurs throughout the workday, additional services may be performed during operational hours to ensure the safety of employees and pedestrians. Contractor will be notified by the site administrator or designee if additional services are needed throughout the workday.

Plowing and/or salting of the Altoona UCSC enclosed parking lot is not required during non-business days or days when the Altoona UCSC is closed (Saturday, Sunday, and Holidays as listed below). Plowing and/or salting of the parking lot on non-business days may be approved if extraordinary conditions exist such as excessive snowfall or ice accumulation. Contractor will be notified by the site administrator or designee if services are needed on a non-business day.

Clearing public sidewalks and/or applying blended ice melt on the public sidewalks around the Altoona UCSC building may be required during non-business days to comply with the Altoona City Ordinance No. 5343, Article IV, Section 633-19, which states snow and/or ice must be cleared at least 18 inches in width from sidewalks within 24 hours of the cessation of snowfall, sleet or freezing rain. If the event of snow and/or ice on a sidewalk has become so hard it cannot be removed without damage, sand or other non-abrasive material shall be put on the sidewalk to make travel reasonably safe until weather permits the clearing of the sidewalk.

Snow is to be piled in designated areas of the parking lot. Snow should be piled between 4-6 feet in height. When the snow pile reaches the specified height or impedes parking in the area, the contractor is responsible for removing the excess snow from the lot. The removal of snow will be counted as an occurrence for service and billable as such. One occurrence in this situation is equal to the total removal of snow from the designated spaces, and not the number of trips used to remove the snow.

Contractor will be notified by the Site Administrator, or DLI designee, if services are needed at lower accumulations than specified herein.

SQUARE FOOTAGE

- Parking lot and driveway is approximately 23,500 sq. ft.
- Sidewalks are approximately 9,167 sq. ft. and include:
 - plaza area and sidewalk around the perimeter of the building from the main entrance doors to the rear parking lot entrance ramp,
 - behind the building along the 10th Avenue expressway,
 - along the building on 11th Street, and
 - along the building and parking lot entrance on Green Avenue.

HOLIDAYS

The Commonwealth's offices are closed for several holidays during each calendar year. Snow/ice removal services are not normally required on these holidays:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

RESPONSIBILITY

The awarded contractor will be held entirely responsible and accountable for all actions of its employees.

Contractor shall provide snow/ice removal services for the parking lot and driveway (approx. 23,500 sq. ft.) and sidewalks, including sidewalk along 10th Avenue Expressway, (approx. 9,167 sq. ft.), on an as-needed basis, at the discretion of the building site administrator or designee, or when snow/ice accumulation reaches 1" or more.

When accumulation of snow restricts any designated parking space, snow MUST be physically removed. In the event of an ice storm, or when icy conditions prohibit snow plowing/removal, salt will be spread on parking lot and driveway and blended ice melt will be applied to the sidewalks to prevent accidents.

Damages caused by contractor to the parking lot surface, sidewalks, vehicles, lawns, benches, tables, fence, signposts and gates must be repaired or replaced. 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 Commonwealth. Any occurrences of damage must be immediately reported to the site administrator. The site administrator will determine if the repair is acceptable.

Contractor will complete a daily service report for each service visit and place the report in the drop box after each service, or payment for these services may not be issued.

EQUIPMENT, MATERIALS, AND SUPPLIES

All equipment, materials and supplies are to be provided by the contractor.

Materials shall comply with current EPA Standards. Copy of MSDS must accompany the bid.

CONTRACTOR PERFORMANCE

Snow removal is to be provided in accordance with the Altoona City Ordinance No. 5343, Article IV, Section 633-19.

1. The Commonwealth reserves the right to require the awarded contractor to perform snow removal services again, at no additional cost to the Commonwealth, if the services do not meet the standards.
2. The Commonwealth will notify the Contractor in writing of any unsatisfactory services rendered.
3. Continued deficiencies or non-compliance could result in termination of the contract.
4. This shall also apply to the contractor's responsibility to repair or replace any damages that may occur during snow removal.
5. The Commonwealth will award the contract according to established Commonwealth Procurement Policies and Procedures.

BIDDING REQUIREMENT

All interested bidders must visit the job site in its present state to accurately evaluate the work required. An on-site visit will be held on September 29, 2020 at 10:00 a.m. Bidders will be furnished with a Proof of Visit form, to complete and sign on the date of the site visit. Such written proof must accompany this bid; failure to do so will disqualify bidders. A signed Proof of Visit form must be electronically attached to the bid.

Bidders may schedule a site visit by calling or emailing Vivian Davis, Administrative Assistant, at (814) 505-1082, vdavis@pa.gov

PAYMENTS TO THE CONTRACTOR

The contractor shall be paid upon satisfactory completion of work performed and submission of an invoice on the contractor's letterhead. Contractor shall be reimbursed for services accepted by the Commonwealth. Invoices for services must be submitted bi-weekly, on or about the 1st of the month and on or about the 15th of the month.

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

On the same day the invoice is submitted for payment, a copy must be emailed to Vivian Davis, vdavis@pa.gov.

Suppliers are required to provide four mandatory elements on PO invoices: PO Number, Invoice Date, Invoice Number, and Invoice Gross Amount. Service dates are also required on the invoices. 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.

QUESTIONS:

Questions on this Solicitation may be sent to: RA-li-OIT-BAS-PROCUR@pa.gov with the Solicitation # in the subject line. No telephone calls please. All telephone calls will be directed to send an email to the above email address.

No questions will be answered after October 5, 2020 by 3:00 p.m. Questions submitted after this date and time will not be answered.

Quotes:

Quotes are due by October 16, 2020 by 10 a.m. All quotes must be submitted electronically.