

**Modular Unit Rental  
Lake Box Stockpile, PennDOT Bucks County Maintenance  
Statement of Work**

**GOVERNING SPECIFICATIONS**

The purpose of this Invitation for Bid (IFB) is to procure a rented Modular Unit for the Pennsylvania Department of Transportation (PennDOT) Bucks County (6-1) Lake Box Stockpile #06 facility, 1935 Mountainview Drive, Quakertown, PA 18951. The site is located in Haycock Township, Bucks County, on Route 563 between Fox Run Road and Buck Run Road.

All work will be in accordance with specifications and attachments as herein specified. The Modular Unit must meet all Pennsylvania Department of Labor and Industry (L&I) requirements, and local codes. Original Design Certification is required from the contractor.

Refer to IFB Attachment "A", Figure 2A - Site Layout, for the modular unit placement location, which is indicated on the drawing as "Personnel Staging Building Concrete Pad". Note that the concrete pad outline shown on Attachment A is not to scale.

The Project Manager of this contract will be the County Equipment Manager or his/her designee.

**LIST OF ATTACHMENTS**

Attachment A, Figure 2A - Site Layout

Attachment B, Confirmation of Service Report (OS-501)

Attachment C, Contractor Representative Information Form

**PURCHASE ORDER VALIDITY PERIOD AND RENEWALS**

The initial purchase order validity period will be one (1) year. Refer to the IFB and Terms and Conditions for information about renewal options.

**OPTION TO EXTEND**

Refer to the IFB and Terms and Conditions for information about extension options.

**ESTIMATED QUANTITIES**

All quantities are estimated and PennDOT reserves the right to increase or decrease these quantities based upon need.

**PERMITS AND LICENSES**

It will be the contractor's responsibility to acquire all permits and licenses required for work performed under this contract that requires permits or licenses. Contractor will comply with all current building codes in accordance with the Department of Labor and Industry as well as all local codes.

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Contractor to complete and submit to PennDOT, within 8 calendar days of receipt of fully executed purchase order, all necessary applications, documents, and forms required for installation and use of the modular unit with stairs and access ramp. Contractor shall send the complete application package, via overnight express courier service at contractor expense, to:

Richard E. Miller, PE  
PennDOT Bureau of Office Services  
400 North Street – 5<sup>th</sup> Floor  
Harrisburg, PA 17120

The PennDOT Bureau of Office Services will compile the package and send to L&I.

The Modular unit shall meet all “J” Application Requirements: Modular Construction Building Permits.

Contractor shall submit to PennDOT the following items, which will constitute a complete application for a permit to place a modular building on the site.

- (a) Complete UCC Application for Building Permit (**UCC-3**).
  - Foundation, Structure
  - Electrical component by PennDOT's Consultant.
- (b) Complete UCC Checklist (**UCC-2**)
  - Please complete this fully. If an information items does not apply, indicate this by a “NA”
  - Electrical component added by PennDOT's Consultant.
- (c) Submit payment in the amount(s) specified on the application form.
  - This is not applicable on PennDOT projects. Mark form "N/A".
- (d) Submit three (3) complete sets of construction drawings and one (1) set of specifications.
  - Seals of licensed design professionals must appear on all sheets and be signed and dated by the designer.
  - Drawings must be at least 18" x 24" (but no more than 36" x 42") in size, drawn to scale of no less than 1/8" = 1' with sufficient detail to fully indicate the nature and scope of the work to be performed.
  - On the first page of each set, indicate any systems or installations for which plans submission is deferred (e.g., fire alarm system, pre-engineered truss system, sprinkler system).
  - Per section 403.43(k) of the UCC regulations, the plans must bear the signature of the design professional in responsible charge and a brief statement indicating that the design professional has reviewed

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the plans and found them to be in general conformance with the building or structure.

- Provide a Code Analysis on the first or second sheet of the drawing. A failure to provide an adequate analysis may lengthen the time needed for review and approval of the plan submissions.
- (e) Four (4) copies of a site plan showing the size and location of the new construction, with accurate boundary lines, distances from the lot lines, and the established street grades and proposed finished grades.
  - See UCC Plan Checklist (UCC-2)
- (f) When Construction will occur in a flood plain, one (1) copy of one of the certifications required in section 1612.5 of the applicable version of the International Building Code.
- (g) Letter signed by a licensed design professional containing all the following:
  - A statement certifying that all construction within the modular unit (or fully assembled modular building) and hidden from view will fully comply with all requirements of the applicable version of the International Building Code and all other provisions of the Uniform Construction Code.
  - A listing of all alternative construction methods or materials proposed for use, and a statement certifying that the proposed methods or materials meet the requirements of 34 PA Code section 403.44.
  - If the certification letter mentioned above has been provided, PennDOT inspections of the modular unit construction will be limited to: footer; foundations; any electrical, plumbing or mechanical rough-ins that have been done at the construction site; and, a final inspection. The final inspection will ensure, among other things that all electrical, plumbing and mechanical systems are functioning properly and that all accessibility requirements have been satisfied.
  - All electrical drawings prepared with awarded vendors design firms. This is for the electric from the electric meter on site to the electric box in the rented modular unit. All hook ups will be the responsibility of the contractor.

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**PRE-SERVICE MEETING**

After the Purchase Order is issued, the PennDOT Project Manager will contact the Contractor to notify the Contractor of the time and location of the Pre-Service Meeting. The Contractor's Representative is required to attend this meeting.

**SPECIAL BILLING INSTRUCTIONS**

Upon the completion of service each month the contractor will complete a Confirmation of Service form (OS-501, Attachment B) containing all the information needed to invoice for the work. The OS-501 will be sent to the Project Manager at the following address:

PennDOT Bucks County Maintenance  
Attn: Equipment Manager  
229 North Broad Street  
Doylestown, PA 18901

The Project Manager will review and call the Contractor to correct any mistakes.

**INVOICE INSTRUCTIONS**

The Contractor shall submit a commercial invoice, on a monthly basis, to the address is on the first page of the Purchase Order, with the date of service, and the work listed by the item numbers, description and all other information as required by the Terms and Conditions including purchase order number, item numbers, and unit prices.

**DELIVERY HOURS**

Delivery shall be made within seven (7) calendar days of L&I permit approval unless otherwise approved by PennDOT. Delivery will be between 8:00 AM and 3:00 PM, Monday through Friday.

**ADDITIONAL REQUIREMENTS**

All furniture/workstations to be supplied and installed by PennDOT.

PennDOT will provide routine maintenance such as replacement of HVAC filters, light bulbs and perform janitorial services. Contractor will be responsible for all other repairs or services.

Site visits will be arranged upon request; contact the PennDOT Purchasing Agent to schedule all site visits.

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**CONTRACT REPRESENTATIVE**

The Contractor shall assign one of its employees to serve as the Contract Representative (i.e. the individual who will be the Contractor's sole contact person designated to interact and communicate with PennDOT on all contract-related activities and issues).

The Contract Representative shall have the authority to make all contract-related decisions.

The assigned Contractor Representative must be fluent in English.

The Contractor shall provide PennDOT with the Contract Representative's contact information including name, title, cell phone number, and email address. The Contractor must complete and submit the attached Contractor Representative Information Form (Attachment C) to the Purchasing Agent within three business days of notice of apparent low bidder status.

The Contractor shall notify PennDOT Project Manager immediately, in writing, of any change involving the individual serving in this position.

**STRATEGIC ENVIRONMENTAL MANAGEMENT PROGRAM (SEMP) REQUIREMENTS**

PennDOT has implemented a Strategic Environmental Management Program (SEMP) which complies with the ISO 14001:2004 standard. As part of SEMP, the Commonwealth of Pennsylvania has established a Green Plan Policy that can be found at:

[www.dot.state.pa.us](http://www.dot.state.pa.us)

To access program requirements on the website, select 'Forms, Pubs, & Maps'. Then type in 'SEMP' in search field, and select the magnifying glass. Then select 'Contractor Instructions for SEMP Awareness'

The Green Plan Policy is designed to protect the environment, conserve resources and comply with environmental laws and regulations.

The Contractor shall ensure that its personnel are aware of the Commonwealth of Pennsylvania's commitment to protecting the environment, are properly trained about the environmental impacts of their work and are competent (through appropriate work experience, job training or classroom education) to perform the work that they do.

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**PAY ITEMS**

**ITEM 1 – Delivery and Installation of a Twelve Foot (12') by Fifty-Four Foot (54') Modular Unit with Stairs and Access Ramp.**

**DESCRIPTION** – This work is the delivery and installation of a Twelve Foot (12') by Fifty-Four Foot (54') Modular Unit, with stairs and access ramp, to be set at the Lake Box Stockpile Site in Bucks County. Unit to be set as per Pennsylvania L&I requirements. The Ramp must meet American Disability Act (ADA) requirements. Contractor to supply signed and sealed drawing with package for L&I submission; the cost of generating and supplying the package for L&I submission shall be considered incidental to this item.

**MATERIAL** – All tools, materials and equipment for the delivery and installation of the Fifty-Four Foot (54') Modular Unit with stairs and access ramp.

**SERVICE** – This is for the delivery and installation of a Twelve Foot (12') by Fifty-Four Foot (54') Modular Unit with stairs and access ramp. The Modular Unit must meet minimum specifications:

1. Size: Twelve Foot (12') Wide by Fifty-Four Foot (54') in Length.
2. Accommodate 10 people.
3. Unit must include all anchoring devices for concrete pad installation.
4. Unit must be equipped with smoke alarms, one smoke alarm per room.
5. Unit must be equipped with electric heat and air conditioning of sufficient capacity to ensure the comfort of the staff utilizing the unit.
6. Unit must provide power to four (4) computers, one (1) fax machine, and two (2) printers. PennDOT to provide power cords and surge protection.
7. Unit must have a separate area with door for supervisor's area.
8. No rest room required. Site currently has portable units. Unit supplied shall not have plumbing fixtures, or plumbing fixtures must be covered to prevent use.
9. Mobilization including onsite delivery and set-up of unit.
10. Unit must include blocking and tie downs (Unit to be located on concrete surface).

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11. Unit must have two (2) access points: one (1) stair access and one (1) ADA ramp access, both installed at time of building delivery.

MEASUREMENT AND PAYMENT – Each

**ITEM 2 – Rental of Twelve Foot (12') by Fifty-Four Foot (54') Modular Unit with Stairs and Access Ramp**

DESCRIPTION - This work is to rent a Twelve-Foot (12') by Fifty-Four Foot (54') Modular Unit with stairs and access ramp to be set at the Lake Box Stockpile Site in Bucks County.

MEASUREMENT AND PAYMENT – Month

**ITEM 3 – Dismantle and Removal of Twelve Foot (12') by Fifty-Four Foot (54') Modular Unit with Stairs and Access Ramp**

DESCRIPTION - This work is to dismantle the Twelve Foot (12') by Fifty-Four Foot (54') Modular Unit, with stairs and access ramp, and to remove it from the Lake Box Stockpile Site in Bucks County.

MATERIAL – All tools, materials and equipment for the dismantling of the Twelve Foot (12') by Fifty Four Foot (54') Modular Unit, with stairs and access ramp, and to remove it from the Lake Box Stockpile Site in Bucks County.

SERVICE – This is to dismantling of the Twelve Foot (12') by Fifty-Four Foot (54') Modular Unit, with stairs and access ramp. This work includes the removal of the anchoring and return delivery of the modular unit with stairs and access ramp.

MEASUREMENT AND PAYMENT – Each