

STATEMENT of WORK
Roof Repair
Dauphin County, Harrisburg, 0850101
Building # 0850111
Project #11452460

I. SUMMARY

A. The Department of Transportation (PennDOT) is issuing a solicitation to provide for **(Roof Repairs to Sign Storage Building)**. The following list of documents made part of this procurement will provide the bidder with the information needed to bid:

- Attachment A, Project Specification
- Attachment B, Design Build Projects
- Attachment C, GSPUR89, Reciprocal Limitations Act Requirements
- Attachment D, GSPUR95, Bidding Preference for Recycled Postconsumer Material
- Attachment E, Green Plan
- Attachment F, Prevailing Wage (If Applicable)
- Attachment G, Location Map
- Attachment H, Public Works Employee Verification Form (If Applicable)

B. All work completed under this solicitation must be in accordance with all documents referenced above and the terms and conditions in the Invitation to Bid.

II. GENERAL REQUIREMENTS

A. All prospective bidders, before submitting a bid, must thoroughly familiarize themselves with the existing conditions at the project site. This opportunity will be provided at the Walk-Through. Should any discrepancies arise between the existing conditions and the plans and specifications, they shall be reported to the Bid Contact prior to the Bid Submission Due Date and Time.

B. The **Mandatory Walk-Through** will begin at the designated time and location identified in the bid project delivery schedule below.

C. Within **five (5) days** of the Contractor receiving the notice to proceed (purchase order), an Initial Job Conference will be scheduled by the District Facilities Administrator.

D. PennDOT will provide clear access to the work area and relocate materials and equipment stored at the designated work area of the facilities site.

III. BID AND PROJECT DELIVERY SCHEDULE

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Time is of the essence. It is critical that prospective bidders understand and adhere to the following timeline for bidding and project completion.

1. Bid Timeline

Mandatory Walk Through **March 22, 2013 @ 8:00 AM**

Bid Submissions Due **March 29, 2013 @ 10:00 AM**
(Electronic via the Portal)

2. Project Timeline

Project Completion: Must be completed and approved by the District Facilities Administrator **by June 7, 2013.**

Project Photos as Described
In the Project Specifications: Must be completed and approved by the District Facilities Administrator prior to the start of demolition and upon completion of construction.

IV. BIDS, AWARDS & INVOICING

Awards will be made to the lowest responsive and responsible bidder. A bid amount must be entered for each **Base Bid**. PennDOT reserves the right to remove individual Base Bid rows prior to award.

Progress payments do not apply to this project. 100% payment will be made when the awarded Contractor has completed the entire project inclusive of all final deliverables being accepted and approved by the FA.

V. BONDS & Public Works Employment Verification Act

The successful bidder for this project is required to furnish bonds from a surety company authorized to do business in the Commonwealth of Pennsylvania, if the total bid amount exceeds \$25,000. The successful bidder for this project is also required to furnish verification that all employees performing public work are authorized to work in the United States. Additional information about these requirements is shown below:

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- A. Performance Bond in a sum equal to one hundred percent (100%) of the contract amount conditioned on the performance of the contract in accordance with the plans, specification, and conditions of the contract.
- B. Payment Bond in a sum equal to one hundred percent (100%) of the contract amount, conditioned on the prompt payment of all material furnished and labor supplied or performed in connection with the work contracted for the project.
- C. The Commonwealth of Pennsylvania enacted Act 127 of 2012, known as the Public Works Employment Verification Act, effective January 1, 2013, which requires all public works contractors and subcontractors to use the Federal Government's E-Verify system to ensure that all employees performing work on public works projects are authorized to work in the United States.

Additional information can be found in the Press Release or at the following hyperlink: [Guidelines for Administering and Enforcing the Public Works Employment Verification Act](#), issued by the Department of General Services, the Commonwealth agency responsible for administering and enforcing this Act.

This information is important because if you are the apparent low bidder for this Solicitation, before we can proceed with the award, you must comply with this new law by completing the Public Works Employee Verification Form and then returning it to the attention of the Bid Contact.

Any subcontractors performing work on this project must also complete the form and return it to the attention of the Bid Contact specified before commencing work on the project.

The award may be conditional if the contractors are required to furnish the above mentioned three (3) requirements. Notice to proceed for a project will not be given until all three (3) requirements are received. The bonds will be retained until the project is completed to the satisfaction of PennDOT and will not be returned unless requested.

VI. DEPARTMENT CONTACTS

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A. All administrative and technical questions prior to the Walk-through must be submitted to the Bid Contact identified below. Questions at the Walk-through will be directed to the Facilities Administrator. Any questions after Walk-through must be submitted by **12:00 Noon on March 26, 2013** to the Bid Contact. The official questions and answers will be posted to www.emarketplace.state.pa.us no later **March 27, 2013**

B. Bid Contact

Susan Zellers | Purchasing Agent 1
PA Department of Transportation
Bureau of Office Services | Materials and Services Management Division
400 North Street | Harrisburg, PA 17120
Phone: 717.346.9554 | Fax: 717.783.7971
Email: szellers@pa.gov

C. Project Contacts – **Do not contact prior to award.** After award, all project questions, concerns and correspondence, except for change orders, as well as documents for review and approval should be directed to the Facilities Administrator.

Emanuel Walker- District Facilities Administrator
PA Department of Transportation
Bureau of Office Services | Facilities Management Division
1920 Susquehanna Trail North, York Pa 17405-0907
Phone: 717-848-6230
Email: emwalker@pa.gov

D. Project Change Order – **If, due to unforeseen circumstances, additional work or time not contemplated in the current Purchase Order's terms, conditions or specifications is uncovered which is necessary for completion of the project, the Contractor shall submit to PennDOT, in writing, a letter detailing the additional work, any requested cost (including a detailed breakdown of the time and materials required), any time requirements, and whether work can continue or have to stop. The work defined in the letter must be within the original scope of work stated in the project specifications. Upon acceptance, PennDOT will issue a Change Order to the Purchase Order for the additional work in accordance with the Terms and Conditions attached to this solicitation. The Contractor shall not proceed with the additional work until the Change Order is executed. All change order requests must be sent to:**

Susan Zellers | Purchasing Agent 1
PA Department of Transportation
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- E. Facility Design Unit** – After award, the contractor will submit all **Engineered Drawings by email in PDF format**, submissions related to L&I permit application(s), and questions to:

Emanuel Walker- District Facilities Administrator
PA Department of Transportation
Bureau of Office Services | Facilities Management Division
1920 Susquehanna Trail North, York Pa 17405-0907
Phone: 717-848-6230
Email: emwalker@pa.gov

Upon the Department’s review and approval, final L&I submission will be made by the contractor.

VII. TERMS AND CONDITIONS

The awarded contractor shall comply with the Terms and Conditions set forth in the Invitation to Bid.

It is critical that bidders review and understand Terms and Conditions prior to submitting a bid.