

STATEMENT OF WORK

2015 Statewide DCNR Manager Law Enforcement Training

Department of Conservation and Natural Resources
Bureau of State Parks and Bureau of Forestry

I. SCOPE OF WORK:

Provide lodging and free parking for the Department of Conservation and Natural Resources, Bureau of State Parks and Bureau of Forestry, 2015 Statewide DCNR Manager Law Enforcement Training.

Bidder must be an accredited hotel/motel facility owned by the lodging entity or a franchise thereof.

***Bid Price must be provided by an accredited hotel/motel facility owned by a lodging entity or a franchise thereof.**

Location: Facility must be within a 15-mile radius of Slippery Rock University, located in Slippery Rock, Butler County, Pennsylvania.

Parking: Free on-site parking must be available for all participants.

Training Dates:

- **Week #1** February 2-6, 2015
- **Week #2** February 23-27, 2015
- **Week #3** March 9-13, 2015

Special Requirements:

Facility must be accessible to individuals with disabilities, including persons who use wheelchairs, persons with low vision and persons who have hearing impairments. Attendees of the meeting who identify the need for accommodation due to a disability will be provided reasonable accommodation.

Any questions concerning the technical aspects of this contract should be directed to Adam Fabbri at 717-214-7154 or Jason Hall at 717-787-3706. Questions regarding the contracting or bidding procedures should be directed to Gloria Strawser at 717-783-0733, gstrawser@pa.gov.

II. LODGING:

Provide air-conditioned/heated single sleeping rooms for each participant. The number of

rooms required will vary depending upon the needs of the Department. One (1) week confirmation notice will be provided.

Non-smoking rooms, if requested by the participants, must be provided. (Non-smoking room is defined as a room the hotel sets aside on a long-term basis for guests who do not smoke.)

All rooms must be clean and well maintained. Rooms must be supplied with sufficient bed linens to accommodate all occupants. Appliances, lighting, and plumbing must be in good condition.

All rooms and parking must be provided at the same premises. Estimated room count is as follows:

- February 2-6, 2015 - no more than 28 rooms per-night
- February 23-27, 2015 - no more than 28 rooms per-night
- March 9-13, 2015 - no more than 28 rooms per-night

Note to Bidder: In the event of inclement weather or unforeseen scheduling changes, the need might arise for a limited number of individuals to stay an additional night. If this happens, the hotel/motel will be notified as soon as possible.

III. CONTRACTOR BUSINESS AFFILIATION AND REFERENCES:

Contractor must be the owner, operator, and/or officially appointed representative, that has been designated in writing on facility letterhead and signed by a facility officer (i.e. General Manager)) of the facility where the event will be held.

After the bid opening, and prior to awarding of the contract, the Department has the right to request references (names, address and telephone number) of similar work performed in the previous two (2) years as proof of qualifications to perform the work involved in this contract.

IV. BID AWARD:

The bidder shall complete the electronic Invitation for Bid to be found at www.pasupplierportal.state.pa.us, for award of the bid.

Bid will be awarded based on total sum. In the event of a discrepancy between the unit price and extension of figures, the unit price will prevail.

The unit prices submitted must include any applicable taxes and miscellaneous charges necessary and gratuity. **Do not include Sales Tax.** The Commonwealth is tax exempt. Tax Exempt Number is 23740001-K.

The contract quantities herein are estimated only and may increase or decrease depending on the needs of the Department. The contractor shall be paid at the unit price bid for lodging provided. Final arrangements and counts will be provided to the contractor one (1) week prior to the training session.

The Department reserves the right to inspect the facilities prior to award of the contract. If during the inspection, the Department determines the facility not to be in conformance with bid specifications, the bid shall be rejected.

V. CONTRACT TERM:

The contract term shall commence on January 1, 2015, and terminates April 1, 2015.

VI. PAYMENT TERMS:

The contractor shall submit itemized invoices upon the completion of each training session for actual quantities used.

VII. INVOICES:

All invoices for this contract **MUST** be sent to the following address:

Commonwealth of PA – PO Invoice
PO Box 69180
Harrisburg PA 17106

Copy of each invoice **MUST** be sent to the following address:

Adam Fabbri
Bureau of State Parks
PO Box 8551
Harrisburg, PA 17105-8551

All invoices **MUST** have the Purchase Order number, as well as your SAP Vendor Number, on each invoice. Failure to provide this will result in the return of the invoice and a delay of your payment.

VIII. RECEIPT AND OPENING OF BIDS:

- a. Bids must be submitted via the PA Supplier Portal, to be found at www.pasupplierportal.state.pa.us. Faxed bids and mailed bids will not be accepted.
- b. No responsibility will be attached to any employee of the Department for the premature opening of, or the failure to open, a bid not properly addressed and identified, or for any reason whatsoever.

IX. BID RESULTS:

Bidder may obtain bid results by accessing <http://www.emarketplace.state.pa.us/>. The bids will be posted the morning following the bid opening. The results are the apparent bidders and all bids are under review until final award of the purchase order.