

STATEMENT OF WORK

MAINTENANCE BUILDING FIRE CLEANING SERVICES RACCOON CREEK STATE PARK (BEAVER COUNTY)

I. SCOPE OF WORK:

The Commonwealth of Pennsylvania, Department of Conservation and Natural Resources, Bureau of State Parks, requires the services of a contractor to provide fire cleaning services at Raccoon Creek State Park, 3000 State Route 18, Hookstown, PA 15050-1605.

Questions regarding the technical aspects of this bid should be directed to Albert Wasilewski at 724-899-2200 or by email to awasilewsk@pa.gov. Questions regarding the bidding or contracting procedure should be directed to Gloria Strawser at 717-783-0733 or by email to gstrawser@pa.gov.

II. CONTRACT TASKS:

The following tasks shall be completed in the performance of this contract.

- A. Contractor shall be required to photograph and inventory all contents in the building. For the purposes of this contract, contents shall be defined as anything removable from the building such as desks, tables, chairs, rugs, books, tools, appliances, fire extinguishers, etc.
- B. In conjunction with DCNR representatives, Contractor shall evaluate all contents to determine condition and possible course of action. Items which are considered to be usable will be cleaned, deodorized, packed and boxed by Contractor and placed into on-site storage which will be provided by the Department. Items considered **not** to be usable will be turned over to the Department for disposal according to Department policy.
- C. Following removal of items from building, Contractor shall proceed with cleaning interior areas of the building up to the point of demolition. Work shall also include the removal and disposal of damaged, non-structural building materials such as batt insulation or drywall. Disposal of said materials shall be the responsibility of the Bidder.

For the purposes of bidding this contract, each room/area within the building shall be considered as a line item. Please refer to Attachment A - Item Detail which will show each room/area and include a listing of all services that will be required for the room/area. The line item price bid for each room/area should include **all** costs necessary including, but not limited to, all labor charges associated with photographing, inventorying, evaluating, cleaning, deodorizing, packing, boxing and placement of contents into storage; packing materials; cleaning supplies; building material disposal; etc.

The Department reserves the right, after the bid opening, to reduce the Scope of Work by eliminating room(s) in the event that bid prices exceed available funds or for any other reason.

III. CONTRACTOR REFERENCES:

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

IV. SITE INSPECTION:

A mandatory site inspection has been scheduled for 10:00 a.m. on Wednesday, January 7, 2015. Bidders should report directly to the Raccoon Creek State Park Office at 3000 State Route 18, Hookstown, PA 15050-1605. Any bidders who cannot attend on this date may contact the Raccoon Creek State Park Office at 724-899-2200 to arrange an alternate date. In either event, any bids submitted without the bidder attending a site inspection will not be considered. Bidder must sign a site visit log upon arrival for the site inspection.

V. INSURANCE REQUIREMENTS:

The contractor shall purchase and maintain, at its expense, the following types of insurance, issued by companies acceptable to the Commonwealth.

- a. Workmen's Compensation Insurance for all of the Contractor's employees and those of any subcontractor, engaged in work at the site of the project as required by law.
- b. Public Liability and Property Damage Insurance to protect the Commonwealth, the Contractor, and any and all subcontractors from claims for damages for personal injury (including bodily injury), sickness or disease, accidental death and damage to property including the loss of use resulting from any property damage, which may arise from the activities performed under the Contract, or the failure to perform under the Contract, whether such performance or non-performance be by the Contractor, by any subcontractor, or by anyone directly or indirectly employed by either. The minimum amounts of coverage shall be \$250,000 per person and \$1,000,000 per occurrence for bodily injury, including death, and \$250,000 per person and \$1,000,000 per occurrence for property damage. Such policies shall be occurrence rather than claims-made policies and shall not contain any endorsements or any other form designated to limit and restrict any action by the Commonwealth, as an additional insured, against the insurance coverage in regard to work performed for the Commonwealth.

Prior to commencement of the work under the Contract and at each insurance renewal date during the term of the Contract, the Contractor shall provide the Commonwealth with current

certificates of insurance. These certificates or policies shall name "The Commonwealth of PA-DCNR" as an additional insured and shall contain a provision that the coverage's afforded under the policies will not be cancelled or changed until at least thirty (30) days written notice has been given to the Commonwealth. These certificates shall include the location and a brief description of the work to be performed under the contract.

The Commonwealth shall be under no obligation to obtain such certificates from the Contractor(s). Failure by the Commonwealth to obtain the certificates shall not be deemed a waiver of the Contractor's obligation to obtain and furnish certificates. The Commonwealth shall have the right to inspect the original insurance policies.

VI. CONTRACT TERM:

The contract term shall commence upon execution and receipt of purchase order and terminate on June 15, 2015.

VII. BID AWARD:

The bidder **shall complete the electronic Invitation for Bid** to be found at www.pasupplierportal.state.pa.us.

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

The Department will only accept out to two (2) decimal points when entering your "Unit Price" figures in the Invitation for Bid.

Quantities are estimated and may increase or decrease depending on the needs of the Department.

Contractor shall be paid at the unit price bid for actual work performed.

VIII. PAYMENT TERMS:

Payment shall be made on a reimbursement basis for actual services performed.

IX. INVOICES:

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

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

All invoices **MUST** have the Purchase Order number, an invoice date, an invoice number and the gross/total amount included on each invoice. Failure to provide this could result in the return of the invoice and a delay of your payment.

X. LIQUIDATED DAMAGES:

The Department of Conservation and Natural Resources may collect “Liquidated Damages” if the contractor fails to meet the terms of the contract. Liquidated Damages will be assessed at the rate of \$200.00 per day beyond the contract termination date.

XI. RECEIPT AND OPENING OF BIDS:

Bids must be submitted via the PA Supplier Portal, to be found at www.pasupplierportal.state.pa.us. Fax bids and mailed bids **will not** be accepted.

No responsibility will be attached to any employee of the Department for the premature opening of, or the failure to open, a bid for any reason whatsoever.

XII. 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.

Attachment