

STATEMENT OF WORK
JANITORIAL SERVICES
KEYSTONE STATE PARK
(WESTMORELAND 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 janitorial services for eleven (11), two-bedroom family cabins at Keystone State Park, 1150 Keystone Park Road, Derry, PA 15627-3679 (Westmoreland County).

Services shall include, but not be limited to, the furnishing of all materials, labor, equipment, tools, superintendence, miscellaneous items, and performing all work necessary to complete all services to the satisfaction of, and subject to the approval of, the Department.

Questions regarding the technical aspects of this bid should be directed to Kris Baker or Jeff Gaul at 724-668-2939 or by email at kribaker@pa.gov or jegaul@pa.gov. Questions regarding the bidding or contracting procedure should be directed to Casey Smith at 717-783-1896 or by email at caseysmith@pa.gov.

II. CONTRACT TASKS:

Services to be provided under this contract include janitorial service to eleven (11), two-bedroom family cabins.

The Contractor shall provide all labor, cleaning supplies, tools, and equipment. All cleaning supplies shall be approved by the Park Manager prior to use. The Park Manager may require manufacturer's specifications and a sample. The Department will furnish certain supplies for this contract; these items include ice cube trays, toilet paper, trash can liners, shower curtains, drapes, and light bulbs.

The unit price bid per cleaning shall include all transportation, meals, tools, cleaning supplies, or any other equipment necessary to perform the work.

The family cabins are rented to the public. Both summer and off-season (spring, fall, winter) rentals are available. The cleaning frequency varies according to the season. The quantities set forth in this contract are estimates only based upon past experience. The actual number of cleanings required may be more or less according to the needs of the Department.

The cabins are a seven (7) day operation and cleanings may be required on any day of the week. The standard check-out and check-in times are 10:00 a.m. and 3:00 p.m.

Cleanings must be done between these hours on days of check-outs in order to have the cabins ready for the next occupancy. The contractor shall have sufficient staff on duty between the hours of 10:00 a.m. and 3:00 p.m. to perform all required cabin cleanings.

The summer rental period begins the second Friday in June and ends the Friday after the third Thursday in August. Rentals during this period are usually restricted to weekly rentals running from Friday to Friday. The park may accept last minute reservations of shorter length if vacancies exist. Contractor should anticipate that most of the cleaning services will be required on Fridays, but the possibility exists that cleanings may be required on other days. It is estimated that the number of cleanings during a summer season is 150 per year.

Off-season (spring, fall, winter) rentals begin the third Friday in August and end the second Friday of June. Rentals during this period may be for any combination of consecutive nights up to a full week. During this period, most reservations occur during weekends and the greatest number of cleanings will be required on Sundays and Mondays, but other days may be required as well. Cleanings may be required on holidays. The estimated number of off-season cleanings is 400 per year.

The Contractor and Park Manager, by mutual agreement, shall establish a method of communication so that Contractor can be made aware of which cabins require cleaning and on which day.

Upon arriving at the park each day that a cabin cleaning is required, Contractor is required to stop at the park's maintenance building to verify which cabins require cleaning and to obtain cabin keys.

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

A. Basic (Daily) Cleaning Task Requirements

1. Empty and clean all trash receptacles. Dispose of trash in an approved location.
2. Clean the kitchen. Clean and wipe down the stove and oven (to include the burners, splash guard, broiler pan, and racks), microwave, countertop, sink, fixtures and the refrigerator (inside, outside, underneath, and behind). Wipe down walls adjacent to sink and counter as needed to remove any splashed dirt or soap residue. Inspect each kitchen cabinet and clean if necessary. Clean and polish all furniture.
3. Clean the bathroom. Clean and disinfectant the shower to include shower surround, shower base, fixtures, and shower curtain. Clean and sanitize the commode. Wipe the walls adjacent to the sink, commode, and shower to remove any splashed dirt or soap residue. Replace toilet paper on the

holder and stack extra on the shelf above the water heater. Toilet paper is provided by the park. Clean the sink, mirror, and all chrome fixtures. Replace shower curtain as needed. Shower curtains are provided by the park.

4. Clean both bedrooms. Vacuum the carpet including behind and underneath the beds. Spot clean as necessary. Dust lamp and lamp stand. Clean closets. Wipe all mattresses with a disinfectant. Inspect all dresser drawers. Clean the mirrors with glass cleaner. Clean and polish all furniture.
5. Clean the living room area. Vacuum the carpet including moving the furniture away from the wall and cleaning behind and underneath. Vacuum furniture cushions including behind and underneath. Spot clean as necessary. Dust the electric heaters. Dust and polish the lamp stands.
6. Sweep and scrub with mop and appropriate cleaner the kitchen floor, bathroom floor, and the entranceway. Rinse with clear water.
7. Dust all windowsills, doorways, lamps, lampshades, and ceiling fan blades.
8. Remove cobwebs, marks, and dirt from walls, ceilings, windows, screens and doors as necessary.
9. Sweep the porch and steps. Shake or vacuum any rugs or mats on porch. Remove any cobwebs from the porch area.
10. The park is responsible for replacing bulbs in any fixture. Notify the park of any necessary replacements.
11. Check for articles left by the previous occupants. If any are found, tag with the date and cabin number and turn in at the maintenance building.
12. Adjust the central thermostat to 55 degrees Fahrenheit upon departure.
13. Windows and doors must all be properly secured upon departure of Contractor.
14. Return cabin keys to maintenance building. Any cabin maintenance issues beyond the scope of this contract should be noted and placed on the Park Maintenance Supervisor's desk. If a major problem exists, contact the park office immediately. Any damages to a cabin caused by previous occupants should be reported to park office immediately before any cleaning is done so that park staff can investigate.

B. Annual Task Requirements (if required)

Annual tasks are to be completed during low occupancy periods (typically during the winter season). Times are to be coordinated with the Park Maintenance Supervisor. Cabins will be blocked from reservation for a five (5) day period to accomplish annual tasks.

1. All aspects of the basic cleaning are to be completed in addition to the following annual cleaning tasks.
2. Clean all interior walls, doors, and ceilings including the cathedral ceiling area with a cleanser specific for the surface.
3. Professionally clean all carpeting and upholstery by using a truck-mounted hot water/steam extraction method. This method must extract dirty water back into the truck.
4. Clean oven and burners.

III. INSPECTION OF COMPLETED WORK:

All work performed shall be subject to inspection and acceptance by the Park Manager or designee.

IV. 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.

V. SITE INSPECTION:

A **mandatory site inspection** will be required prior to bid opening. Bidders must contact Kris Baker or Jeff Gaul at 724-668-2939 to arrange to visit the work site and review the work to be done prior to submitting a bid.

VI. CONTRACT REQUIREMENTS:

Contractor agrees to comply with all attachments to this contract as referenced on the Invitation for Bid (IFB).

VII. 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 amount of coverage shall be \$300,000 per occurrence for combined Bodily Injury and 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 the commencement of the work under this contract, the Contractor shall provide the Commonwealth with current certificates of insurance. These certificates or policies shall name "The Commonwealth of Pennsylvania-DCNR" as an additional insured and shall contain a provision that the coverages afforded under the policies will not be canceled or changed until at least thirty (30) days prior 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. 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.

VIII. CONTRACT TERM:

The contract term shall commence upon execution and receipt of purchase order or February 1, 2016, whichever is later, and terminate on January 31, 2019.

Further, the parties may agree to renew this contract for one (1) additional consecutive two (2) year term, with the final termination date of January 31, 2021, upon the same terms and conditions set forth in the contract. The Contractor shall provide written notification to the park no later than October 31 of the year prior to when the contract is to be renewed, if Contractor is requesting renewal.

Upon renewal, the Department, based on past performance, may negotiate an increase in the unit prices, by a rate not to exceed 5%. The Contractor shall provide written notification to the park no later than October 31 of the year prior to when the contract is to be renewed, if such an increase is to be requested.

Contractor agrees to provide the Department with at least ninety (90) days written notice before any termination of this contract by the Contractor.

IX. 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 unit price shall include all materials, labor, superintendence, tools, equipment, and any other items necessary for completion of the project.

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

The quantities herein are estimated only 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.

X. PAYMENT TERMS:

Payments shall be made on a reimbursement basis for actual services performed. Invoices should be submitted on a monthly basis.

XI. INVOICES:

Invoice format shall be in accordance with the Invitation for Bid (IFB).

All invoices for this contract MUST either be:

A. Mailed to the following address:

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

B. Or for a Paperless Email Invoice Option:

Email a copy of the correctly executed invoice to: 69180@pa.gov.

For information on the Commonwealth's E-Invoicing Program, visit:
<http://www.budget.pa.gov/Programs/Pages/E-Invoicing.aspx#.VnmrO6Mo6Uk>.

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.

XII. SERVICE SLIPS:

A service record is maintained at the park's maintenance building. Contractor shall be required to complete the service record on each day that a cabin or cabins are cleaned.

XIII. LIQUIDATED DAMAGES:

The Department of Conservation and Natural Resources may collect "Liquidated Damages" if the contractor fails to meet the terms of the contract. This system of liquidated damages shall be progressive as outlined below:

- A. If the Contractor fails to meet the cleaning schedule requirements, Contractor shall be subject to a fine of \$200.00 or the cost incurred by the Department (including lost revenue), whichever is higher, for each violation.
- B. If the Contractor fails to perform a cabin cleaning in a satisfactory manner according to the terms of this contract and industry standards common in the cleaning industry, the Park Manager shall provide Contractor with a written notice of offense. Should the unsatisfactory practices continue, the price of one cleaning for each unsatisfactorily cleaned cabin shall be deducted from Contractor's invoices.
- C. This contract may be terminated by Department at its sole discretion if compliance has not been obtained after two sums for liquidated damages or failure to meet the required cleaning standards that resulted in payment deductions.
- D. This process in no way constitutes a waiver of Contractor's obligation to comply with all provisions of this contract. Contractor's failure to comply with any provisions of this Contract shall be sufficient cause for the Department to terminate this agreement.

XIV. RECEIPT AND OPENING OF BIDS:

- A. 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.

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.

XV. 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.