

# **STATEMENT OF WORK**

## **Pennsylvania Department of Conservation and Natural Resources Bureau of Topographic and Geologic Survey 2016 Exploratory Drilling Program Starrucca 7.5-Minute Quadrangle, Wayne County**

### **I. SCOPE OF WORK**

The Pennsylvania Department of Conservation and Natural Resources (PADCNR), Bureau of Topographic and Geologic Survey (BTGS), hereafter designated “the Department,” requires a Contractor to conduct subsurface exploratory diamond-core-hole drilling in the Starrucca 7.5-minute topographic quadrangles, Wayne County. The designated area is delineated in Attachment B – “Drill-Hole Site Descriptions and Location Maps.”

The Contractor shall furnish all labor, technical assistance, equipment, tools, material, and other incidental items necessary to perform the Contract tasks.

Any questions regarding the technical specifications of this Contract should be directed to William Kochanov at (717) 702–2033 or [wkochanov@pa.gov](mailto:wkochanov@pa.gov). Any questions concerning the contracting or bidding procedures should be directed to Casey Smith at (717) 783-1896 or [caseysmith@pa.gov](mailto:caseysmith@pa.gov).

### **II. CONTRACT TASKS**

The work to be performed under this Contract shall require vertical core drilling at one (1) site and completion of the borehole to a diameter of no less than two (2) inches (NQ). A site is defined as an area to be subjected to subsurface investigations by utilizing boreholes, core holes, and/or reamed/cased core holes.

The Contractor shall receive work orders for a specific work site that will be delivered to his official address. These work orders will define the work-site location, work-site plan on which will be plotted the approximate borehole location, a list of landowners, and any special directives or instructions. The Contractor shall be required to be on the work site until work is completed.

The Contractor shall be required to furnish at least one drilling rig that is capable of drilling and recovering an intact rock core. When requested by the Department (DCNR) Representative, the Contractor shall provide a completely mobilized core-drilling rig on a work site within thirty (30) days of being notified to proceed.

The Contractor will have to move the core drilling rig(s) to the work site together with all necessary supporting equipment and provide water for drilling. Water will have to be hauled to this site. The work will include the drilling of a core hole for the purpose of obtaining continuous core samples of the bedrock. A variety of geophysical testing will be conducted once the hole has been drilled. The completion of the work at the work site will require removal of all equipment; backfilling (cementing) of the borehole, unless waived by the Department

Representative; and the restoration of the surface to a condition equal to or better than that existing prior to the start of the Project work.

Due to the nature of the work, it might be necessary to modify the tasks slightly for the work site while the work is being conducted. Such modifications could include, but are not restricted to, (1) limited relocation of the borehole and (2) variation (increase or decrease) of the total depth of the borehole originally proposed for each work site.

The Contractor agrees to furnish all necessary labor, material, and equipment and to perform all the work and labor required herein in an expeditious, substantial, professional, and workman-like manner.

The specific contract tasks are identified in the attached Technical Specifications (Attachment A), and made part of this Statement of Work.

All tasks shall be completed in accordance with the attachments as identified:

1. Primary Mobilization and Demobilization
2. Overburden Drilling
3. NQ Core Drilling
4. Sealing (Cementing) Borehole
5. Restoration of Borehole
6. Stand-by Time

### **III. SITE INSPECTION**

Each Bidder may visit the work sites and acquaint himself with the existing conditions and the activity involved after calling William Kochanov at (717) 702-2033 and arranging for the visit.

### **IV. CONTRACT TERM**

The Contract shall commence upon receipt and execution of purchase order and shall terminate August 31, 2016.

### **V. INSURANCE**

The Contractor is required to have in place during the term of the Contract and any renewals or extensions thereof, the following types of insurance, issued by companies acceptable to the Commonwealth and authorized to conduct such business under the laws of the Commonwealth of Pennsylvania:

**A. Worker'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 as an additional insured and shall contain a provision that the coverages 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 locations 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. BID AWARD**

The Bidder shall **complete the electronic Invitation for Bid to be found at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us)**.

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

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 for the actual work performed.

Note: The Department will only accept out to two (2) decimal points when entering your unit price figures.

## **VII. PAYMENT TERMS**

Payment shall be made to the Contractor for actual services performed upon satisfactory completion of the core-hole drilling, site restoration, and delivery of core.

## **VIII. INVOICES**

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

All invoices for this contract **MUST** either be:

1. Mailed to the following address:

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

2. 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** include your Purchase Order Number and your SAP Vendor Number. Failure to provide these numbers on your invoices may result in a delay of payment.

## **IX. CONTRACTOR REFERENCES**

After the bid opening and prior to awarding the contract, the Department has the right to request references (name, 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.

## **X. RECEIPT AND OPENING OF BIDS**

Bids must be submitted via the PA Supplier Portal, to be found at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us). Faxed 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 not properly addressed and identified, or for any reason whatsoever.

## **XI. BID RESULTS**

Bidder can obtain bid results by accessing [www.emarketplace.state.pa.us/](http://www.emarketplace.state.pa.us/). The bids will be posted within three (3) business days following the bid opening. The results are the apparent bidders, and all bids are under review until final award of the purchase order.

Attachments:

- Attachment A: Technical Specifications
- Attachment B: Drill-Hole Site Description and Location Map