INVITATION TO BID

The Pennsylvania Fish and Boat Commission (Commission), hereby invites your bid proposal for the furnishing of all materials and supplies for all items listed in the following specifications for the Centre Region Office door and door hardware project.

BACKGROUND AND PROJECT DESCRIPTION

The Pennsylvania Fish and Boat Commission recently purchased a new Centre Region Office (CRO) building located in Bellefonte, Pennsylvania, in the Penn Eagle Industrial park just off Benner Pike. See Attachment 3 - Location Map. The CRO building is in need of new doors, door frames, door hardware, and security hardware to complete the proposed construction.

Refer to Attachment 1 – Material List for a description/quantity list for the proposed project.

The awarded vendor shall provide all necessary materials, supplies, bolts, screws, and installation manuals in order to complete the finish project in accordance with the project specifications, see Attachment 1 – Material List and Attachment 2 – Technical Specifications. The awarded vendor will be responsible for verifying any and all dimensions, orientations, door swings, and door usage for both existing and proposed to ensure proper fit of the supplied materials and hardware. The awarded vendor will also be responsible for verifying quantities of all proposed/provided items, and must perform a site visit prior to placing the order. The awarded vendor must submit a detailed door schedule explaining which door and hardware should be installed. Attachment 4 – Layout Plan has been included as a reference.

SCHEDULE AND COORDINATION OF WORK

1. The delivery hours are Monday through Friday 7:00 AM to 3:00 PM
   a. No deliveries will be done outside the working hours and on State Holidays without written consent from the Commission
   b. Awarded vendor must contact the agency point of contact prior to delivery.
   c. PFBC will assist with the unloading of the materials and supplies.

2. All material and supplies will be delivered to the following address:
   
   595 East Rolling Ridge Drive
   Bellefonte, PA 16823

3. All materials and supplies must be delivered within 6 weeks from the PO issue date.
INSTRUCTIONS TO BIDDERS

1. There is no scheduled pre-bid meeting; however bidders are welcome to visit the site.
   
   a. Contact the Agency Point of Contact to arrange a site visit:

   Dan Gahagan, P.E.
   PA Fish & Boat Commission
   450 Robinson Lane
   Bellefonte, PA 16823

   Office Number: 814.359.5142
   E-mail: dgahagan@pa.gov

2. Questions, clarifications, or additional drawings are available upon request. Contact the Commodity Specialist listed in this statement of work.

PAYMENT SCHEDULE

1. The Contractor may submit an invoice for 100% of the total bid amount after all the materials and supplies are delivered to the project location.
   
   a. The Agency Point of Contract must perform a site visit to determine that all materials and supplies have been delivered.
   b. All materials and supplies must meet the attached plans and technical specifications. See Attachment 1 – Material List and Attachment 2 – Technical Specifications.

INQUIRIES

For all inquiries regarding this solicitation, please contact the Commodity Specialist listed below:

Lilly Peek
Department of General Services, Bureau of Procurement
555 Walnut Street
6th Floor Forum Place
Harrisburg, PA 17101
717-346-3846 (phone)
kpeek@pa.gov