

**Bid 6100043382**  
**Attachment 2**  
**Statement of Work**

**Provide Services to Maintain the**  
**State Correctional Institution at Pittsburgh**

**I. SCOPE OF WORK:**

The Department of Corrections (DOC) is no longer occupying the State Corrections Institution at Pittsburgh and requires a contractor to provide maintenance services at the Institution. The facility consists of 31 buildings with a total area of approximately 587,000 square feet. Buildings in this facility vary between 132 years old while others are 21 years old. The facility is located at 3001 Beaver Avenue, Pittsburgh, PA 15233. A site plan shall be provided upon request. There is also an off-site residence located at 3561 Shadeland Avenue, Pittsburgh, that must be maintained in accordance with this contract.

These bid specifications detail the services, including labor and materials, which a contractor shall perform to systematically conduct the transition from full operation to a phase down mode and lay up status. There will be no inmates occupying the facility during this work. The contractor shall provide all services necessary to preserve the physical condition, integrity and functionality of the buildings and related infrastructure systems at SCI PIT including, but not limited to the following:

A. Utility Plant Operation

- Maintain 24/7 on-site coverage by a PA L&I licensed boiler operator responsible to monitor and maintain operation of the boiler plant systems including the boilers to observe and report on any change to the boiler, steam and condensate system conditions as well as electrical and water utility.
- The on-site licensed boiler operator personnel, in accordance with the Pittsburgh City Code (“City Code”), do not have to possess a UPO certificate from the City of Pittsburgh (“City”). However, these operators will not be able to alter, repair or change any process with the actual boilers, in the absence of a City Certified operator. They would be responsible and capable of making repairs and adjustment to the steam and condensate systems.
- Maintain at least one boiler operator, who possesses a current license from the City, to be on-site for one shift a minimum of seven days/week. This person is responsible to make any adjustments and alterations to the actual boilers as well as the steam and condensate systems.
- Maintain a City certified licensed boiler operator to be on call and available to the boiler plant to address any boiler operating conditions as needed on a 24/7 basis.

- Any assigned personnel for these tasks must be able to demonstrate technical proficiency and experience in working in a utility plant environment. Such determinations shall be in the sole discretion of the DOC. Resumes shall be provided upon request. All applicable Certifications, Licenses to be provided upon award of the contract.
- Contractor must include the City of Pittsburgh License with their bid submittal. If the vendor does not have a valid license at time of bid submittal, the awarded vendor must be able to present required licenses within one week of Notice to Award.
- A qualified and experienced Plant Mechanic who is familiar and skilled in the repair, monitoring and replacement of utility plant equipment and components for a period of one (8) hour shift/weekday for a total of (5) shifts/week.
- Present and maintain on-call 24/7 a qualified and skilled:
  - Electrician
  - Plumber

B. Safety

C. Hazardous Material Abatement (where required)

D. Heating and Ventilation

E. Site Lighting

F. Snow/Ice Removal

G. Preventative Maintenance of equipment and systems

H. Repair/Replacement of equipment and systems

I. Grass and Brush Control

J. Shutdown Procedures for HVAC, Plumbing, and Electrical equipment and systems.

It is the intention of this agreement that the contractor(s) perform all Maintenance Services necessary to maintain the grounds and buildings of the SCI PIT in such a fashion that they are ready for sale and can be reoccupied in the future consistent with their use as of the date of this agreement whether or not such services are specifically enumerated within these specifications.

Questions regarding the technical aspect of this bid should be directed to Kevin Gibson, PE, Chief Facilities Management at 717-728-4173. Questions regarding the bidding or contracting procedures should be directed to Russ Igenfritz at 717-728-3919.

## II. SITE INSPECTION:

A mandatory site inspection will be held at SCI Pittsburgh, 3001 Beaver Avenue, Pittsburgh, PA 15233 on **August 30, 2017 at 11:00AM**. Prospective bidders shall contact Russ Ilgenfritz, at 717-728-3919 [rilgenfrit@pa.gov](mailto:rilgenfrit@pa.gov) by **August 28, 2017** with the names of those individuals who will be attending the mandatory site inspection.

The site inspection is held as it is the responsibility of the contractor, by careful personal examination, to satisfy themselves as to the nature and location of the work, and the character, quality, and quantity of the labor, materials and equipment that will be required. By careful examination of the bid specifications and being in accord therewith, the contractor shall predetermine prosecution of the work, the general and specific location conditions, and all other matters that in any way affect the work under this contract. Failure to become familiar with the contract requirements or to comply with any or all of the requirements of this paragraph shall not be permitted as a basis for any claims made by the contractor, and they assume all responsibility for the faithful performance of the provisions of the contract. All dimension or measurements contained in these contract documents are for the convenience of bidders and must be verified in full by the contractor. A basic site plan will be provided at this time.

Contractors may submit in writing any questions to Russ Ilgenfritz at [rilgenfrit@pa.gov](mailto:rilgenfrit@pa.gov) by **COB September 1, 2017**. All answers will be posted to the Department of General Services website [www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us) by **September 7, 2017**. Answers to questions are not official until they are posted to the website.

## III. CONTRACT TASKS – MAINTENANCE SERVICES:

- Please note that all site utility costs (gas, water, electricity, sewer, fuel supply for generators, etc.) will be paid by the Commonwealth of Pennsylvania, DOC.
- Any required permits associated with fire protection will be maintained by the DOC. All elevators will be taken out of service by DOC staff. Air permits will be maintained by DOC staff. The Maintenance Services Contractor is responsible for all other work and costs associated with maintenance & inspections of the boilers and generators.
- DOC will remove the majority of fire extinguishers on site, but will leave a limited number for use by the contractor(s) in the boiler plant, guardhouse, and the primary entrance point in other buildings. The maintenance contractor will be responsible for inspection and maintenance of these fire extinguishers.
- For the Plumbing PM Daily Function, the “Bar Screen Building” is actually the Sewer Pump Building and it does not have a bar screen. However, a daily check for proper operation is still required.
- The BAS System only controls the cooling system in medical, CCC, and Security buildings.

- Statement of Work (Attachment #2) item IV.G.2 requires a quarterly change of filters. Filter changes shall be in accordance with the Preventative Maintenance Program (Attachment #3).
- Monthly Plumbing PM Function states: “Pour water in all traps including floor drains”. Modify to state: “Pour glycol solution in all traps including floor drains”.
- The DOC Manager will provide notice to the Contractor(s) prior to any staff or other approved entities entering the facility.
- No equipment, vehicles, or tools will remain at the facility for any contractor’s use.
- The facility phone system components will be removed. Each Contractor(s) will be responsible to connect, activate, and pay for telephone and/or data services in their own name.

A. CENTRAL HEATING PLANT:

1. Gas Boilers: The existing natural gas boilers shall be utilized to provide heating during this contract period. Maintain and operate the boilers and all supporting systems in accordance with the manufacturer’s and code requirements. The gas boilers shall be operated all year. They are required to maintain building temperatures during the heating months (approximately October 15 to May 1), and to keep the steam system energized during non-heating periods. The Maintenance Services Contractor shall set the operational steam system pressure for efficient and optimal performance. Steam pressures must be kept high enough to maintain a minimum 55 degree F in the buildings during the heating months, and to maintain minimum 230 degree F for all steam pipes and components year round. Submit a proposed plan to the DOC Manager for approval.
2. Fans & Motors: Lubricate fans at the manufacturers recommended locations. Spray anti-seize on exposed portions of the shafts and on damper shafts and linkages, and turn the shafts a fraction of a rotation monthly (at a minimum).
3. Electronic Controls. DOC shall place a tray of moisture absorbing material in all de-energized enclosed control panels. This contractor shall inspect moisture-absorbing material quarterly (at a minimum) and replace when saturated. The moisture absorbing material used shall be quicklime at a rate of 2 lbs., 1r size 0308 silica gel at a rate of 5 lbs., per 30 cubic feet of volume in the interior of each enclosure.
4. Contractor shall maintain, document and report to DOC on proper water chemistry for the gas boilers, and provide all required water treatment chemicals in accordance with the manufacturer’s recommendations. Provide daily testing of boiler water. Maintain a daily log of the boiler water testing results, and submit monthly to DOC Manager. The vendor shall be responsible for all chemical, testing and monitoring costs associated with water treatment

and immediately notify the DOC Manager of any equipment performance deficiencies or required repairs.

**B. SAFETY:**

1. **Fire Safety:** Maintain existing hydrants in operating condition. Cover existing inoperable hydrants with a bag to indicate that they are nonfunctional. Maintain a set of keys at the security headquarters on site to ensure rapid access.
2. **Local Coordination With Fire and Police Authorities:** Contractor shall contact and inform all local police and fire authorities regarding the presence of security, the availability of keys, and the location of hydrants (if available) in the event of an emergency.
3. **Potential Nuisance Hazard:** Take special precautions to make safe against any trespassers any open structures such as open pits, manholes, tunnels, etc. Provide fencing or covering as required to eliminate all such hazards.

**C. HAZARDOUS MATERIALS:**

1. There is existing lead paint and asbestos located on site. Maintain existing hazardous materials as is.
2. Provide hazardous material abatement where required to allow performance of routine maintenance, repair, and servicing included in this contract. This hazardous material abatement shall include but not limited to asbestos, lead, PCB, mercury, miscellaneous chemicals, etc. All abatement work shall be performed by a certified contractor in accordance with all applicable federal, state, and local environmental codes and regulations. Disposal of hazardous materials shall be provided by this contractor in accordance with all applicable federal, state, and local environmental codes and regulations.

**D. BUILDINGS AND GROUNDS:**

1. **Heating and Ventilation:** During the heating months (approximately October 15 to May 1), maintain internal building temperatures above the dew point temperature in all buildings at all times. The minimum maintained temperature inside a building shall be 55 degrees F. Provide ventilation using existing air handlers, split systems, exhaust fans, or new fans provided by DOC for this function, as necessary.
2. **Site Lighting:** As directed by the Department, the contractor shall operate and maintain all exterior lighting on or outside of the secured perimeter. Within the facility, maintain a minimum of 25% of the exterior lighting fixtures spread uniformly throughout the facility. All pole mounted site light fixtures for entrance streets, parking lots, and driveways shall be operated and maintained. High-mast lighting fixtures will not be operated after the

site is turned over to the contractor. If pole mounted light fixtures require repair or re-lamping, then the contractor shall obtain approval from the DOC Manager. If repair or re-lamping is authorized, contractor will be reimbursed based on a time and material basis.

3. Snow/Ice Removal:
  - a. Provide snow and ice removal from site roadways, parking lots, and walkways as necessary to enable access to entire facility to accommodate essential safety, maintenance, security, and inspection services. Maintain accessibility of all buildings to local fire, police and emergency personnel. Keep fire hydrants clear of snow and ice, and maintain their accessibility to local fire department. Any snow required to be removed for accessibility, safety, maintenance, security, or inspection shall be deposited at a location approved by the DOC Manager.
  - b. Remove snow and ice from the roof of a building when accumulations could potentially cause unsafe conditions, structural damage, or infiltration of moisture into interior of building. Remove snow and ice from the roof of a building if the weight is equal to or greater than 30 lbs. /square foot. A general formula to use to calculate snow and ice weight is as follows, however, it should be noted that this is a general formula and different weather conditions can severely affect snow weight:  
  

Ice = 57 lbs. /cubic foot  
Fresh Snow = 5·1/2 lbs. /cubic foot  
Compacted or Wet Snow = 12-50 lbs. /cubic foot
  - c. Any suspected or potential damage observed to the roof should be reported immediately to the DOC Manager.
4. Preventative Maintenance: The Department shall provide the contractor with a Preventative Maintenance (PM) program that corresponds to use of some equipment. The contractor shall provide all labor and materials to perform this PM program. All preventative maintenance activity shall be documented for each building. Refer to Attachment 3 for the PM program.
5. The contractor shall provide the necessary management, supervision, expertise, qualified personnel, materials, supplies, equipment, and business support required to perform all required services essential to the safety, maintenance, and inspection of the facility as described herein. Examples of the work shall include, but not be limited to the following (where applicable):
  - a. Maintenance Inspection: Provide and utilize an electronic guard tour system for maintenance inspections on a route that encompasses all areas of the site, general exterior and interior areas of each buildings for review

and approval by DOC Manager. Inspect roofs and remote/secured areas as required by observed or suspected change in conditions. Provide an inspection of all buildings at least once every three days by maintenance personnel. The inspection shall include an internal and external walkthrough of all building areas. Maintain documentation of inspections detailing inspection staff names, observations, and times of walkthroughs. The inspections shall pay special attention to water leaks, maintenance issues, and any other items that will cause deterioration of the buildings or systems. Temporary repairs and measures to reduce damage to buildings caused by any issues discovered during maintenance inspections shall be taken immediately.

- b. Structural Integrity Inspection: Inspect all buildings monthly for leaking roofs or other structural problems, and repair or replace as necessary.
- c. Maintain, repair, and replace general facilities, structures, equipment, and utility systems. General facility equipment includes: heating, ventilation, air conditioning, and refrigeration; and water, steam & condensate, and natural gas distribution systems from the utility point of entry throughout the entire facility.
- d. Maintain, repair, and replace the electrical distribution system from the utility point of entry throughout the entire facility. This shall include transformers, switchgear, motor control centers, panelboards, generators, etc.
- e. Maintain, repair, and replace utility systems that include heating and steam generation, distribution, and condensate return, including all components essential for energy efficiency and reduction of makeup water (for example: traps, valves, etc.). In addition, provide proper water chemical treatment and analysis in accordance with manufacturer's recommendations.
- f. Perform maintenance of paved areas, which shall include patching of potholes to preserve and maintain condition at contract start date.
- g. Maintain, repair, and replace infrastructure of sanitary, storm, and rain water distribution systems from the utility point of entry throughout the entire facility.
- h. Maintain, repair, and replace security fences and gates to preserve, maintain condition, and prevent unauthorized access.
- i. Provide emergency maintenance support on a 24-hour/7-day basis with a maximum response time of 2-hours on site.
- j. Maintain a complete set of facility as-built drawings on site. Update as-built drawings to indicate changes in the facility systems due to shutdown procedures, and repair/replacement work provided by this contract.

- k. Submit maintenance guard tour reports, maintenance inspection documentation, preventative maintenance reports, and repair/replacement work performed on equipment to the DOC Manager on a monthly basis. Report all instances of required emergency maintenance to the DOC Manager as soon as possible.
  - l. The contractor is required to deposit the trash they produce into the facility dumpster. The DOC will provide a 6 yard dumpster and will pay for emptying of this dumpster. The Contractor is responsible to collect and remove any accumulated, transported or deposited trash and debris from the site.
  - m. Provide all services required for pest control measures within all buildings and the site. This includes all buildings at 3001 Beaver Avenue, and the residence located at 3561 Shadeland Avenue, Pittsburgh.
- 6. Contractor is responsible for all costs associated with replacing items that are consumable or replaced on routine basis such as lamps, filters, weather stripping, oil, lubricant, etc. For failure of non-consumable equipment or fixtures that requires repair or replacement, the contractor shall obtain approval from the DOC Manager before proceeding. If the work is authorized, contractor will be reimbursed based on a time and material basis. Payment for repair and replacement work shall be contingent upon contractor providing the Department updated as-built drawings.
  - 7. The Department will provide the contractor with access to a set of facility drawings.
  - 8. Grass and Brush Control: Provide grass and brush trimming services for the entire site in accordance with local zoning ordinances. The length of the lawn shall not exceed 6 inches, and the contractor must mow a minimum of once every two weeks during the growing season.

E. POTABLE WATER SYSTEM:

- 1. The contractor shall preserve the operation and integrity of the existing water tower which provides water service to the institution.

F. SANITARY SYSTEM:

- 1. Protect and maintain all portions of the sanitary system in the boiler plant and any building where preservation, safety and maintenance activities are dependent upon use of water. Clean and resupply all toilet rooms that are essential to support all Maintenance Services and Site Security operations.



## G. HVAC, FIRE PROTECTION & PLUMBING SYSTEMS:

1. Provide spot or service air conditioning as required to support maintenance and security operations.
2. Provide materials, operate existing HVAC equipment and provide any additional equipment to control and remove the presence of moisture infiltration and excess humidity to preserve indoor air quality, eliminate the potential for and the presence of environmental damage and introduction of mold or deterioration of building materials within the current conditions of the building infrastructure and envelope.
3. Air handlers: For units that are required to provide temperature, humidity control, and/or ventilation, change filters on a quarterly basis and adjust BAC system for optimum outside air volume. Check location and operation of all freeze protection sensors and valve actuators at all coils facing the outside air louvers. For inactive units, drain coils and flush with glycol, secure outside air and relief louvers, fill trap with glycol. Follow manufacturer's instructions for storage and electric deactivation.
4. Inactive chilled water/heating/hot water/steam system:
  - a. De-energize electrical supply to all pumps that are not required to circulate water in active hydronic systems. For active systems, keep all controls, safeties and electric power functional.
  - b. Drain piping systems and pump housing.
  - c. Keep all drain valves open.
  - d. Drain all strainers and leave drains open.
  - e. Drain all expansion tanks, holding tanks, heat exchanges, coils and air separators.
  - f. With the exception of the boiler plant and any functional mechanical space for HVAC, drain water treatment, softening, and chemical treatment systems and leave drains open (kitchen, medical, correctional industries, etc.).
5. Inactive steam distribution systems.
  - a. Drain piping system.
  - b. Drain condensate pumps and tanks.
  - c. Drain traps, strainers, check valves, flush flash tanks and related equipment.

- d. Leave drain valves in open positions.
  - e. For active steam systems, test, clean and repair strainers, steam traps and pneumatic or thermostatic control valves. Check for leaks or operational issues with valves, fittings and vents. Ensure air is purged from steam pipes and condensate tank and pumps are functional with no leaks or operational issues. Verify correct pressure at heat exchangers, coils and radiators.
6. Automatic temperature controls.
- a. Ensure proper maintenance of power to electrical circuit for air compressors and refrigerated air dryers that support any pneumatic control system components.
  - b. Drain oil and water from air storage tanks, piping, oil and water separators and related equipment.
  - c. Place moisture absorbing material (as previously specified) in ATC control panels.
  - d. Secure exterior control panels.
- H. ABOVE & UNDERGROUND STORAGE TANKS (AST's and UST's) FOR FUEL STORAGE:
- 1. AST's and UST's that are not required to support services essential to the security, safety, or maintenance of the facility as described here within shall be placed "Temporarily Out of Service" by DOC.
- I. ELECTRICAL SYSTEMS:
- 1. Electrical Distribution System:
    - a. De-energize the electrical systems in all buildings to the extent possible, while still ensuring that the building is maintained within the temperature specified in the Buildings and Grounds section of this specification. Ensure power is maintained to allow for operation of site lighting, corridor lighting, fans, etc. as required for routine maintenance and security.
    - b. Maintain, repair, and service generators. Exercise generators monthly in accordance with manufacturer's recommendations.

#### IV. CONTRACT REQUIREMENTS:

The contractor agrees to comply the following contract terms and conditions, as attached or incorporated by reference:

Attachment 1 – Terms and Conditions, as attached

Attachment 2 – Contract Specifications and Scope of Work, as attached

Attachment 3 – Preventative Maintenance Program, as attached

Attachment 4 – Equipment List, as attached

#### 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** sufficient to cover all of the employees of contractor working to fulfill this contract.
- B. **Comprehensive General Liability Insurance**, including bodily injury and property damage insurance, to protect the Commonwealth and the Contractor from claims arising out of the performance of the contract. The amount of bodily injury insurance shall not be less than \$500,000 for injury to or death of persons per occurrence. The amount of Property Damage Insurance shall not be less than \$300,000 per occurrence.

Such policies shall name “**The Commonwealth of PA-DOC**” as an additional insured. Prior to the commencement of work under this contract, the Contractor must provide the Commonwealth with current Certificates of Insurance which evidence that the Commonwealth has been included on the policy as an additional insured. **These certificates must include the contract location and a brief description of the contract work.** These certificates shall contain a provision that coverage afforded under the policy shall not be canceled or charged until at least thirty (30) days prior written notice has been given to the Commonwealth.

#### VI. CONTRACT TERM:

The contract term shall commence upon execution and receipt of purchase order and will end in **one (1) year from effective date.**

Further, the parties may agree to renew this contract for up to four (4) additional annual terms upon the same terms and conditions set forth in the contract.

Upon renewal, the Department, based on past performance, may negotiate an increase in the unit prices, by a rate not to exceed 3%.

**The contract 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.**

**VII. PAYMENT TERMS:**

Payments shall be made on a reimbursement basis for actual services performed. Contractor will invoice monthly for actual services rendered.