

***PA Emergency Management Agency
Grounds Keeping and Maintenance Services Solicitation***
(IFB# 6100043844)

Pre-Bid Site Visit and Vendor Q&A Summary

A mandatory pre-bid site visit was held on Thursday, October 5, 2017 at 10:00 AM at PEMA Headquarters located at 1310 Elmerton Avenue for all potential bidders for Grounds Keeping and Maintenance Services.

Invitees: C. Dwyer, D. Shellenberger, A. Aroche, M. Demey, L. Dove, and S. Green (PEMA Stakeholders) & All Prospective Bidders for Solicitation# 6100043844

Attendees: From PEMA - D. Shellenberger, A. Aroche, M. Demey, L. Dove, and S. Green
Vendors – Joe (Victor Inc), Jared (24/7), Mike (AG2), Robert (Malco), Rob (H&N), Dan (H&N), Fares (FaresFarhat), and Wayne (Davis)-*made prior arrangements to meet at 3PM*

PRE-BID SITE MEETING AGENDA

- I. Call to order
- II. Roll call/Introductions
- III. Overview of Solicitation and Method of Award
 - a) Scope of Work
 - b) Cost Matrix
 - c) Required Bid Documentation, including References
- IV. Tour Facility Grounds
- V. Questions/Answers
 - a) Previously submitted questions are attached (*see Q&A numbers 1 - 2*)
 - b) New questions (*see Q&A numbers 3 - 10*)
 - c) A deadline for emailing any additional questions was set for close of business on Friday, October 20th (*see Q&A number 11*)
- VI. *Tour of PEMA's Commonwealth Response Coordination Center*
- VII. Adjournment

Previously Submitted Questions and Answers

- Q1. What is the service address?
A1. PEMA Headquarters is located in Susquehanna Township. The address is 1310 Elmerton Avenue, Harrisburg, PA 17110
- Q2. Could you provide a copy of the last bidding results and/or terms and conditions of the current contract?
A2. Our previous contract was with Unique Source. Commonwealth agencies, which includes executive agencies, independent agencies, and state-affiliated entities, are mandated by Section 520 of the Commonwealth Procurement Code, 62 Pa.C.S. § 520 to purchase supplies manufactured and services performed by persons with disabilities when certain requirements are met. Per this State Contract DGS establishes a fair market price (FMP).

Solicitation 6100043844 is a Public Bid, please refer to all of the documents in emarketplace which include the following.

- SOW
- Cost Matrix
- Pre- Bid Site Visit Form
- Terms and Conditions
- Lobbying Certificate
- Lobbying Activity Form
- Reciprocal Limitations Act Requirements

Answers to Questions Asked During Site Visit

- Q3. Does PEMA have a location to store salt, other equipment?
A3. Yes, we have space to dedicate to stage supplies and space to store equipment, vendor must provide a covered salt bin. We cannot store a fleet but four parking spaces are available.
- Q4. Can the bollards be removed for lawn maintenance and snow removal?
A4. Yes, the receptionist has a key as well as facilities team.
- Q5. Is the sidewalk between Elmerton and Bamberger the vendor's responsibility when it comes to snow removal?
A5. This area belongs to PEMA. It was not included in the specifications for this bid because last year, we simply barricaded it off without any push back from the

township. However, if it becomes a requirement going forward, we will issue a PO-Change Order to include servicing the area.

Q6. Is it ok to dump snow over the guardrail?

A6. If the snow is “clean” and you have the proper equipment to do so, then yes. The snow cannot be heavily salted.

Q7. What is the approximate acreage for mowing?

A7. PEMA is a 15-acre campus, 8 acres of that is mowable lawn.

Q8. What about snow clearing for around garage/bay doors?

A8. It is the vendor’s responsibility, however, if our Facilities Team would need access, we may clear the area for our convenience but it is the responsibility of the awarded vendor.

Q9. Where should vendor park when on site performing services?

A9. In the back (employee entrance side) in the area where the skid loader is kept, or, in the front (visitor’s entrance side) if the lot is not full.

Q10. Is lawn mowing services set to a strict schedule? If mowing is not needed, do you need the vendor to come in and mow anyhow?

A10. Per the specifications of the bid, the vendor is to perform services as needed, not based on a schedule.

Answers to Questions Submitted After Site Visit

Q11. In the Cost Matrix, 39 mowings is referenced. Are you mandating 39 mowings, as that seems like an extreme quantity for a typical growing season?

A11. The quantity of 39 is an estimate, not actual. Please enter your unit cost and we will adjust the PO line item quantity up or down, depending on the need.

Additional Discussion Points and Special Notes

1. The walking path connecting PEMA to PSECU walking path is the awarded vendor’s responsibility to service

2. During snow, it is the awarded vendor’s responsibility to clear the construction gate entrance area in the back of the employee parking lot (yellow bollards).

3. It is the awarded vendor's responsibility to maintain the lawn in the area in and around the stone house near Elmerton Avenue entrance to the campus. Bushes in this area need to be maintained once a year.
4. The awarded vendor must have appropriate equipment needed to get the job done during all snow and ice events.
5. Security gates open a span of 9 feet. Larger equipment should be brought in and out through the construction gate entrance area in the back of the employee parking lot.
5. PEMA's 2018 Holiday schedule is listed below. Office closings due to inclement weather do not pertain to PEMA. When the rest of the state is given time off for inclement weather, PEMA is open, and usually under activation status. This same school of thought is regarded on Holidays when there is inclement weather.
 - January 1st New Year's Day
 - January 15th Martin Luther King Day
 - February 19th President's Day
 - May 28th Memorial Day
 - July 4th Independence Day
 - September 3rd Labor Day
 - October 8th Columbus Day
 - November 12th Veterans Day
 - November 22nd-23rd Thanksgiving Break
 - December 25th Christmas Day
6. Additional questions will be accepted through the close of business on Friday, October 20th. Please email questions.

~ End of summary ~

**PA EMERGENCY MANAGEMENT AGENCY
VISITOR SIGN IN (TURN IN VISITOR BADGES UPON LEAVING)**

DATE	TIME IN	VISITOR NAME (PLEASE PRINT)	YOUR AGENCY (REQUIRED)	Work Phone (make sure it's legible)	Bureau, Division, or Person Visiting	Badge Number	TIME OUT
10/5/17	8:30	[REDACTED]	PennDot	717-818-6780	David Rick / saraj	271	12:05
10/5/17	9:24	[REDACTED]	PennDOT	717-422-2082	PennDOT RTMC / Pat Knight	293	11:05
10/5/17	9:30	[REDACTED]	"	717 725-2815	"	297	11:05
10/5	9:30	[REDACTED]	"	787-4287	"	299	11:05
10/5	9:40	Joe Victor	Victor Inc	717 939-2587	Bid Meeting	301	12:00
10/5	9:50	Nard Morgan	24-7	717 808 1400	Bid meeting	302	11:50
10/5	9:51	Mike Shummern	AGZ	717-599-9093	Bid meeting	309	11:50
10/5	9:53	Robert Marcus	MARCO Umsoap	717 558-8900	Box Pre Bid meeting	313	11:05
10/5	10:00	Rob Day	Idon	717 657 2908			11:50
"	"	DAN WELSON	Idon	" " "			(11:57)
10/5	10am	FRANKS KARLITZ	FRANKS KARLITZ/CSF	717-439-1726	PRE BID SETS INSPECTION	324	11:50
10/5	1045	[REDACTED]	Handley	267 391 9027	Julie Yu PENNA	#4	4:00
10/5	1:58pm	[REDACTED]	Revenue	717.783.1405	Revenue	#1 364	7:30 2:30
10/5/17	2:45pm	[REDACTED]	PENNA - 911	484-400-0124	911 Officer	271	15:35
10/5/17	1504	Wayne Korn	Davis	717-545-4235	Bid Meeting	335	16

IF LEAVING AFTER HOURS (4:00 P.M.), PLEASE BE SURE TO PLACE VISITOR BADGE IN BADGE RETURN TRAY.

ATTENTION VISITORS: WHEN SIGNING IN, PLEASE USE BLACK INK PEN AND PLEASE PRINT LEGIBLY. PLEASE INCLUDE WORK PHONE AND PERSONS OR BUREAU VISITING. IF YOU HAVE A COMMONWEALTH BADGE, PRINT "CB" IN BADGE NUMBER COLUMN.

DATE SCANNED: 10/5/17 TIME SCANNED: 3:50 pm

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