

Statement of Work

Department of Conservation and Natural Resources (DCNR) Bureau of Forestry Wildland Fire Training Academy Lodging and Meeting Rooms

I. SCOPE OF WORK:

The Commonwealth of Pennsylvania, Department of Conservation and Natural Resources, Bureau of Forestry, requires services to provide lodging, meals, and meeting rooms for the Wildland Fire Crew Training Academy conducted by the Department.

Questions regarding technical aspects of the bid should be directed to Matthew Reed at (717) 772-0273 or mattreed@pa.gov. Questions regarding the contracting or bidding procedures should be directed to Sherri Dornes, Purchasing Agent, at (717) 783-4884 or sdornes@pa.gov.

II. FACILITY REQUIREMENTS:

Dates: The Department estimates that **one (1) academy will be required** for the contract term. That tentative session timeframe is as follows:

Approximately 204 attendees:

June 17, 2018 – 5:00 pm to 8:00 pm
June 18, 2018 – 7:00 am to 5:00 pm
June 19, 2018 – 7:00 am to 5:00 pm
June 20, 2018 – 7:00 am to 5:00 pm
June 21, 2018 – 7:00 am to 5:00 pm
June 22, 2018 – 7:00 am to 10:00 pm
June 23, 2018 – 7:00 am to 10:00 pm
June 24, 2018 – 7:00 am to 12:00 pm

Bid price shall not exceed the state-established maximum rate for lodging.

The Department reserves the right to change these dates upon a thirty (30)-day notice to the Contractor.

Location: The contract shall be awarded to the lowest responsible bidder located within ten (10) road miles of State Forest Land in any of the following counties:

- Tioga
- Lycoming
- Centre
- Union
- Snyder
- Clinton
- Juniata
- Franklin

The lowest responsible bidder shall have the contract administrator on-site for the entire period of each session.

Please provide the name(s) of the contractor administrator(s) who will:

- be the sole point of contact for the facility; and
- be on-site during the sessions and employed by the facility.

III. LODGING REQUIREMENTS:

Provide single- or double-occupancy rooms to accommodate an estimated 204 guests. Rooms may be dormitory-style, with no more than four persons sharing a common area. Lodging rooms shall be within a reasonable proximity to the meeting rooms and meal locations.

Estimated number of persons requiring rooms each day:

- June 17 – Eighty-seven (87)
- June 18 – One hundred ten (110)
- June 19 – One hundred thirty-three (133)
- June 20 – One hundred fifty-three (153)
- June 21 – Ninety-one (91)
- June 22 – Two hundred four (204)
- June 23 – One hundred seventy-one (171)

Rooms shall be available for check-in by 5:00 p.m. on day of arrival and until 12:00 p.m. for checkout on day of departure.

Non-smoking rooms shall be provided for each person. (Non-smoking room is defined as a room set aside on a long-term basis for guests who do not smoke.) All rooms must be clean, well-maintained, and free of odors and insects (i.e. bedbugs). Appliances, lighting and plumbing shall be in good condition.

Parking: Free parking must be available on-site or within a reasonable proximity for all participants. Many attendees drive full sized or heavy duty, 4-wheel drive pickup trucks; adequate height clearance and parking space size must exist at parking facilities. Parking areas must have sufficient lighting to provide for the safety of attendees.

Special Requirements: Facility must be accessible to individuals with disabilities, including persons who use wheelchairs, persons with low vision or no vision, and persons who have hearing impairments.

Participants who identify the need for accommodations due to a disability will be provided reasonable accommodations, such as refrigerators for diabetics.

IV. MEETING ROOM REQUIREMENTS:

Meeting room requirements are as described below. The Department shall notify the Contractor of any items to be waived thirty (30)-days prior to the first day of the session.

The Contractor shall provide the Department with the following:

- Eight (8) meeting rooms accommodating twenty-five (25) attendees
- One (1) meeting room accommodating fifty-five (55) attendees.
- The above meeting rooms shall be able to accommodate attendees comfortably and must be enclosed. Setup will be classroom style.
- One (1) administrative/office room capable of accommodating ten (10) persons with personal laptops, printers, and other personal office equipment.
- One (1) logistical room for storage of materials and supplies, plus accommodation for five (5) persons.
- Meeting rooms shall not be located by service or kitchen facilities.
- Service staff shall be available on an as-needed basis.
- Adequate number of chairs for attendees and staff must be provided.

The rooms shall be equipped with the following:

- Heating, ventilation, and air conditioning systems that can be maintained or controlled within the rooms. Ventilation shall be such that air is fresh- smelling and free of odors.
- Fluorescent lighting.
- Wastebaskets, emptied as needed.
- Clearly marked receptacles for recycling cans and bottles.
- Carpeting, if present, must be clean and free of tears/loose seams.
- Ample electrical outlets and extension cords.
- Adequate connectivity and space for audio-visual equipment.
- Walls which are free from marks, physical defects, and stains.
- Visibility in the room that shall not be obstructed by posts, columns/pillars, etc.
- The room shall be free of noises of a kind and level that would interfere with normal conduct of conferences/meetings.
- Restrooms shall be within a reasonable distance to meeting room.
- Room, including restrooms, shall be cleaned.

Equipment Needs:

The following are equipment needs for a typical session, but needs shall vary with the number of attendees and type of sessions.

- Copying services available on-site. Costs to the Department shall be determined on a usage basis.
- Projection screen or whiteboard in the meeting rooms.
- Microphone and podium to be available, as needed.
- Wired or wireless internet connection.

V. RECYCLING REQUIREMENTS:

The Contractor shall:

- Plan the function so that the volume of waste will be reduced to the greatest extent feasible.
- Utilize to the greatest extent feasible products, packaging, and other materials that are made from recycled materials.
- Ensure to the greatest extent feasible, clearly marked containers for the collection of recyclable items by:
 - Coordinating with the establishment where the function is held; or,
 - Coordinating with local recycling programs or municipal or county recycling coordinators; or
 - Undertaking the collection, transportation, processing, and marketing of the material itself; or
 - Entering into contracts with other persons for collection, transportation, processing, and marketing of the materials.

VI. MEAL REQUIREMENTS

Meals and dining facility will be provided by the Contractor, who shall supply all trash bags, paper products, plates, cups, napkins, utensils. Tableware shall be from a renewable resource (no expanded polystyrene foam).

Meals must meet the minimum specifications outlined in **Attachment B**. Meals may be provided cafeteria-style, with multiple options and/or made-to-order items.

A limited number of lunches from June 18 – June 22 and all lunches on June 23 shall be bagged and available by 7:30 a.m. for transportation to field locations. If Contractor cannot meet these requirements, the Department reserves the right to obtain these meals from another vendor.

Estimated number of meals required each day:

	June 17	June 18	June 19	June 20	June 21	June 22	June 23	June 24
Breakfast	0	110	110	133	130	109	171	171
Lunch	0	110	110	84	130	109	171	0
Supper	87	110	133	153	91	135	171	0

The Department shall provide the Contractor with a one (1)-week tentative confirmation notice as to meal selections and quantities.

The Contractor shall provide the Department a menu of all meals one (1) week prior to the academy

A final confirmation notice shall be provided to the Contractor seventy-two (72) hours prior to the scheduled session to finalize meal selections required and confirm quantities.

The Contractor shall be required to accommodate individual requests for special diets (i.e. vegetarian, diabetic, gluten-free).

VII. EXCESS PREPARED FOOD PROVISION

If the contract services include purchase of prepared foods for Commonwealth functions, the contractor agrees to make a good faith effort to donate any food that is not consumed at the Commonwealth function to a nonprofit organization for ultimate free distribution to needy individuals. This donation should include any apparently wholesome food or grocery products fit for human consumption.

A good faith effort includes, but is not limited to, contracting one or more of the entities appearing on the referral listing maintained by the Department of Agriculture. Updated lists may be obtained by contacting the Bureau of Government Donated Food at 1-800-468-2433 or by sending a request to:

Pennsylvania Department of Agriculture
Room 401 Agriculture Building
2301 N. Cameron Street Harrisburg, PA
17110-9408

Contractor is hereby put on notice that liability will not be attached if the contractor complies with 42 Pa. C.S. §8338.

VIII. SAFETY REQUIREMENTS:

The Department may request information concerning safety issues such as incidents of crimes at the facility and types of security provided. The Department requires that room keys be card keys, which are reprogrammed with each new guest.

IX. BID AWARD:

The bidder shall complete the electronic **Invitation for Bid to be found at www.pasupplierportal.state.pa.us** for award of the bid.

The bidder shall include with their bid:

1. The electronic Invitation for Bid to be found at www.pasupplierportal.state.pa.us,
2. The name of the contractor administrator who will be the point of contact for the Department.
3. The cost per page for faxing and photocopies.

The unit prices submitted **must include any applicable taxes, gratuity, and miscellaneous charges** necessary (i.e. equipment needs). As mandated in Management Directive 230.1, the Commonwealth is not subject to hotel occupancy or sales taxes imposed by local or county governments. The commonwealth is subject to state hotel occupancy tax only at a rate of 6%. The Commonwealth's registration number for tax exemption is 23740001-K.

Bid will be awarded based on the lowest **total sum**.

The contractor shall be paid at the **unit price** for actual work performed and services provided.

In the event of a discrepancy between the unit price and extension of figures, the unit price will prevail.

The Department will only accept out to two (2) decimal points.

X. ESTIMATED QUANTITIES:

The contract quantities herein are estimated only and may increase or decrease based on the needs of the Department. The contractor shall be paid, at the unit price bid, in accordance with the quantities stated in the seventy-two (72) hour final confirmation notice for the number of meals, meeting rooms, and lodging rooms required.

The Department reserves the right to deduct any or all rooms and/or meals prior to award of contract.

XI. CONTRACTOR REFERENCES AND FACILITY INSPECTION:

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.

The Department reserves the right to inspect the facilities after the bid opening and prior to award of the contract. If, during the inspection, the Department determines the facility not to be in conformance with bid specifications, the bid shall be rejected.

XII. CONTRACT TERM:

The contract term shall commence upon receipt of Purchase Order and Notice to Proceed or June 1, 2018, whichever is later, and terminates December 31, 2018.

XIII. PAYMENT TERMS:

The Contractor shall submit an invoice upon completion of the conference. The invoice must be itemized according to the line items on the purchase order.

XIV. INVOICES:

Invoice format shall be in accordance with the IFB – Invitation for Bid. All invoices for this contract MUST either be:

1. Emailed to the following 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>.

2. Or mailed to the following address:

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

All invoices MUST have the purchase order number and SAP Vendor Number on the invoice. The name and address listed on the purchase order must also be listed on each invoice. Failure to provide this information may result in a delay of payment.

XV. RECEIPT AND OPENING OF BIDS:

Bids must be submitted via the PA Supplier Portal, to be found at 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.

XVI. BID RESULTS:

Bidders can obtain bid results by accessing www.emarketplace.state.pa.us/bidtabs.aspx. 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 – Academy Overview
Attachment B – Meal Specifications