

STATEMENT OF WORK

**2018 Exploratory Diamond-Core-Hole Drilling Program
Borehole CAM023_0581
Bureau of Topographic and Geologic Survey
Pennsylvania Department of Conservation and Natural Resources
State Game Lands 293
Rathbun 7.5-Minute Quadrangle, Cameron County, Pennsylvania**

I. SCOPE OF WORK

The Pennsylvania Department of Conservation and Natural Resources (DCNR), Bureau of Topographic and Geologic Survey (BTGS), hereafter designated "the Department," requires a Contractor to conduct subsurface exploratory diamond-core-hole drilling in the Rathbun 7.5-minute topographic quadrangle, western Cameron County. The designated area as delineated in attachment Drill-Hole Site Description and Location Map (Attachment B, Figure 1).

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

Any questions regarding the technical specifications of this Contract should be directed to Aaron Bierly at 717-702-2034 or aabierly@pa.gov. Any questions concerning the contracting or bidding procedures should be directed to Carol Durham at 717-783-3309 or cdurham@pa.gov.

II. CONTRACT TASKS

The work to be performed under this Contract shall require core drilling at one (1) site. 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 locations, work-site plan on which will be plotted the number and approximate borehole locations, a list of landowners, any special directives or instructions, and general information related to public utilities. 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 wire-line core-drilling rig. When requested by the Department (DCNR) Representative, the Contractor shall provide a completely mobilized core-drilling rig on a work site within sixty (60) days of being notified to proceed.

The Contractor will have to move the wire-line core drilling rig to the work site together with all necessary supporting equipment and provide water for drilling. Water will have to be hauled to the site. The work at the site will include the drilling of a core hole for the purpose of obtaining continuous core samples of the bedrock. The completion of

the work at the work site will require removal of all equipment; sealing (cementing) of 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) in the amount of NQ/NX core drilling actually done and of the total depth of the borehole originally proposed for the 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:

- A. Primary Mobilization and Demobilization
- B. Secondary Mobilization and Demobilization
- C. Overburden Drilling
- D. Surface Casing
- E. NQ/NX Core Drilling
- F. Flushing (Cleaning) Borehole
- G. Cementing Borehole
- H. Mechanical Packer
- I. Installation of Mechanical Packer
- J. Ancillary Restoration of Borehole
- K. Stand-by Time

III. SITE INSPECTION

Each Bidder may visit the work site and acquaint himself with the existing conditions and the activity involved after calling Aaron Bierly at 717-702-2034 and arranging for the visit.

IV. CONTRACT TERM

The Contract shall commence upon receipt and execution of purchase order and notice-to-proceed letter and shall terminate September 29, 2018.

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.

V. BID AWARD

Bidder must complete and return the following:

- A. The electronic Invitation for Bid to be found at www.pasupplierportal.state.pa.us,
- B. A properly executed Reciprocal Limitations Act form that lists the state of manufacture for any supplies procured.

The unit price shall include all labor, materials, equipment, tools, insurance, and all items necessary for completion of the project.

The bid will be awarded based on the lowest total sum.

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 bid for actual work performed.

Please note that the Department will only accept out to two (2) decimal points when entering your pricing.

VI. 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.

VII. INVOICES

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

All invoices for this contract MUST either be:

- A. 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>.

- B. 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, project number, as well as your 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.

VIII. 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.

IX. RECEIPT AND OPENING OF BIDS

1. 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.
2. 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.

X. BID RESULTS

Bidder can obtain bid results by accessing 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.