



## Division of Procurement and Contracting

Date: 3/12/18

Subject: Tree Planting

Solicitation/Bid Number: 6100045137

Opening Date/Time: 03/15/2018 @ 10:00 AM

Flyer Number: 1

To All Suppliers:

The Commonwealth of Pennsylvania defines a "Flyer" as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

Question: Do the actual background checks themselves have to be submitted with the bid? It seems that this should/could be done after the bid is awarded.

**Answer: Yes. DMVA Procurement and Contracting Office will provide the tentative low bidder the background check certification forms that follow the Terms and Conditions of - V.44 CONTRACT-036.1 Background Checks (February 2016) - a. The Contractor must, at its expense, arrange for a background check for each of its employees, as well as the employees of any of its subcontractors, who will have access to Commonwealth facilities, either through on-site access or through remote access. Background checks are to be conducted via the Request for Criminal Record Check form and procedure found at <http://www.psp.state.pa.us/psp/lib/psp/sp4-164.pdf> . The background check must be conducted prior to initial access and on an annual basis thereafter. b. Before the Commonwealth will permit access to the Contractor, the Contractor must provide written confirmation that the background checks have been conducted.**

Question: Will new employees background checks have to be submitted when they are hired?

**Answer: The awarded contractor must certify that background checks are conducted on all employees annually and all new hires during the duration of the contract.**

Question: Will a spill kit be provided by the Department?

**Answer: No**

Question: What is the exact (updated) wage requirement for this job?

**Answer: There are no wage requirements for this particular service.**

Question: In section 3 of the reciprocal limitation doc under the "State of Manufacture" table, since the Department is providing the plants and shelters and we are only providing the antideficit, does this section need to be completed?

**Answer: Pages 3 & 4 must be returned with the solicitation. If bidder is not supplying any materials, table can be left with N/A**

Question: On page 2 of the invitation bid it has 10 numbered documents listed and 6 documents listed below. What documents must be submitted?

**Answer: Mandatory documents to be returned with the solicitation must be:**

- **Electronic submission of solicitation with all documents**
- **Pricing Sheet**
- **Post Consumer Recycled Form (if applicable)**
- **Reciprocal Limitations**

**Failure to complete and return these items may result in the rejection of your bid.**

**Documents to be returned if notified of apparent low bidder**

- **Contractor Employee Background Check Verification Form**
- **Contractor Information Sheet**

Question: On the bottom of page 2 of the bid solicitation it says "Enter total bid amount here" should that be done?

**Answer: Per the first page of the Invitation for Bid it tells you to provide pricing on pricing sheet only.**

**Item Text**

**No price required on this Invitation for Bid. All pricing should be provided on the attached Pricing Sheet.**

Question: Do we have to turn in the GSPUR 95 recycled form if it is not applicable?

**Answer: Mark N/A and return with bid.**

Question: Section J of the SOW it talks about an operational report 7 days prior to the spray operation, does this mean the area has not been sprayed yet? Does this mean we cannot begin working for 7 days after that report is turned in?

**Answer: That should say “planting” operation instead of spray operation. The areas to be planted per this SOW were site preparation sprayed in August / September of 2017. The operational report can be submitted 7 days prior to planting or it could be submitted prior. Tree planting can begin once the vendor receives the notice to proceed. \*\*Please find an updated Statement of Work attached to the Invitation for Bid with this correction\*\***

**For electronic solicitation responses:**

- Attach this flyer to your solicitation response. Failure to do so may result in disqualification.
- To attach the Flyer, download the Flyer and save to your computer. Move to “My Notes”, use the “Browse” button to find the document you just saved and press “Add” to up load the document.
- Review the Attributes section of your solicitation response to ensure you have responded, as required, to any questions relevant to flyers issued subsequent to the initial advertisement of this bid opportunity.

Except as clarified and amended by this Flyer, the terms, conditions, specifications, and instructions of the solicitation and any previous flyers, remain as originally written.

Very truly yours,

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Contractor’s Signature