

STATEMENT OF WORK

FURNISH & INSTALL OUTDOOR HEAT PUMP AND INDOOR WALL MOUNTED UNITS FOR DUCTLESS SYSTEM AND REPLUMB BOILER FOR TWO ZONES

Commonwealth of Pennsylvania
Department of Conservation and Natural Resources
M.K. Goddard State Park
Mercer County

I. SCOPE OF WORK:

The Department of Conservation and Natural Resources, Bureau of State Parks, requires the services of a contractor to replumb a boiler to make two zones and to furnish and install a hyper heat ductless HVAC system and accessories at the Park Office located at M.K. Goddard State Park, 684 Lake Wilhelm Road, Sandy Lake, PA 16145-2310 in Mercer County.

Questions regarding the technical aspects of this quote should be directed to William Wasser at 724-253-4833 or by email at wwasser@pa.gov. Questions regarding the bidding or contracting procedure should be directed to Carol Durham at 717-783-3309 or by email at cdurham@pa.gov.

II. CONTRACT TASKS:

The tasks to be completed in the performance of this contract are follows:

- A. Furnish one (1) Mitsubishi Heat Pump (Outdoor Unit) MXZ-8C48NAHZ, two (2) Mitsubishi Wall Mounted Units (Indoor Units) MSZ-GL15NA, two (2) Mitsubishi Wall Mounted Units (Indoor Units) MSZ-GL12NA, one (1) Mitsubishi Branch Box PAC-MKA50BC, four (4) Mitsubishi Remote Thermostats for Indoor Units, and all other necessary appurtenances and accessories for complete installation of the Ductless System. (see attached Technical Specifications/Material List), or equivalent with the approval of FDC engineers.
- B. Install ductless system and all associated appurtenances and accessories at Maurice K. Goddard State Park Office. Two (2) (Indoor) MSZ-GL15NA Units to be installed one in each of the following areas: Larger Middle Front Office and Lunch Room. Two (2) (Indoor) MSZ-GL12NA Units one in each of the following areas: Park Ranger 1 Office and Park Manager Office. Location for (Outdoor Heat Pump and Indoor Branch Box) to be pre-approved by Park Manager prior to work beginning.
- C. Replumb boiler to make two (2) zones: 1st zone – front offices; 2nd zone – lunch room and maintenance garage. Each zone to have its own thermostat. May require installing some plumbing and at least one circulating pump with check valve. Contractor to provide all necessary items and labor installation. Installer to coordinate with park for installation dates and times.

III. CONTRACTOR REFERENCES:

After bid opening and prior to award of the contract, the Department has the right to request two (2) 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. Similar work is defined as installing and repairing heating and cooling units and plumbing.

References are an optional tool available to the Department to help determine bidder capabilities. If any of these references are requested and the bidder cannot supply the necessary documentation and proof of compliance, the Department reserves the right to reject the bidder. The decision to both request references or reject bidders based on inadequate reference will be made solely at the discretion of the Department.

IV. SITE INSPECTION:

A **mandatory** site inspection is to be completed by Contractor prior to bidding. Bidders must contact William Wasser, Park Manager at M.K. Goddard State Park, at telephone number 724-253-4833 to arrange to visit the work site and review the work to be done prior to submitting a bid. Please sign-in to acknowledge work site visit and site review.

V. INSURANCE:

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 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 of PA-DCNR" as an additional insured and shall contain a provision that the coverage's 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 location 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.

VI. CONTRACT TERM:

The contract shall commence upon execution and receipt of the purchase order and terminate September 30, 2018. However, the program area would like for the work to be done as soon as possible.

VII. 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.

Bid will be awarded based on the lowest total sum of the bid.

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.

VIII. PAYMENT TERMS:

Payment shall be made upon satisfactory completion of project for actual materials/services performed.

IX. INVOICES:

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

- A. All invoices for this contract MUST either be:

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 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.

Please Note: Vendors are reminded to **NOT** include employer identification numbers, Social Security Numbers, bank account information, or other personally identifiable information on their invoices. That information is uniquely tied to your SAP Vendor Number and, for security.

X. RECEIPT AND OPENING OF BIDS:

Bids must be submitted via the PA Supplier Portal, to be found at www.pasupplierportal.state.pa.us. Fax 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 for any reason whatsoever.

BID RESULTS:

Bidder can obtain bid results by accessing <http://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.