

STATEMENT OF WORK

2018 BARBERRY REMOVAL

BUREAU OF FORESTRY TUSCARORA STATE FOREST JUNIATA AND MIFFLIN COUNTIES

A. SCOPE OF WORK:

The Department of Conservation and Natural Resources (DCNR), Bureau of Forestry, Tuscarora State Forest requires the services of a contractor to provide foliar machine or hand application of herbicide in specific forested areas on an estimated 117 acres consisting of two (2) blocks in the Tuscarora State Forest in order to remove dense patches of Japanese Barberry (*Berberis thunbergii*).

The services shall include, but not limited to, the furnishing of all materials, herbicides, labor, supervision, tools, and equipment required to apply the herbicides as per the attached specifications.

All contracts require the contractor to provide the herbicide and its cost must be included in the per-acre bid.

Any questions concerning the technical aspects of this contract should be directed to Stephen Wacker (717) 536-3191 or by email swacker@pa.gov or Andrew Baker at 717-536-3191 or by email rebaker@pa.gov Monday through Thursday between 7:00 a.m. and 4:00 p.m. Questions regarding the bidding or contracting procedures should be directed to Sherri Dornes at 717-783-4884 or sdornes@pa.gov

B. PROJECT LOCATIONS:

The Bureau of Forestry estimates a total of 117 acres for treatment, consisting of the following two (2) blocks:

Block 1: This spray block consists of 64 acres located on the west side of Wynn Gap Road and south of West Licking Creek Drive in Bratton Township, Mifflin County. From Mifflintown travel west on East Licking Creek Road (which turns into East Licking Creek Drive on State Forest) for 20 miles to Wynn Gap Road. The block is located on the south and west side of the road and is marked with orange flagging.

Block 2: This spray block consists of 53 acres located on the south side of East Licking Creek Drive in Lack Township, Juniata County. From Reeds Gap on Route 35 turn onto Blacklog Valley Road and travel 5 miles. The Block will be on the north side of the road and marked with orange flagging.

Maps of the treatment areas are attached.

C. SITE INSPECTION:

A site inspection is highly recommended. A tour of the treatment blocks will be given on Wednesday, September 19th, 2018 at 9:00 am. Prospective bidders should meet at the intersection of East Licking Creek Road and Wynn Gap Road use directions from Block 1 to get to the tour. Andrew Baker will conduct the tour.

D. CONTRACTOR QUALIFICATIONS:

1. **Licensed Pesticide Applicator** – To bid on this project currently licensed with the Commonwealth and have an office(s), maintenance facilities, equipment, employees, and qualified equipment operators and mechanics, and have tools, equipment, and spare parts for the make and type of equipment indicated in these specifications.
2. **Small Business** - This invitation for bid (IFB) is reserved for the Small Business Procurement Initiative as designated in Executive Order 211-09 dated November 21, 2011. Only Self Certified Small Businesses which have been certified by the Department of General Services prior to the bid opening date and time may submit a response to this IFB.

Your self-certification form from the Department of General Services must be submitted along with your IFB response. Failure to produce a valid Self Certified Small Business certificate (which must be dated prior to the opening date of this IFB) shall render your submission non-responsive.

For more information on the Department of General Services Small Business Self Certification process please visit: www.smallbusiness.pa.gov.

E. CONTRACT ADMINISTRATIVE REQUIREMENTS:

All contracts must be completed by the termination date. The Bureau of Forestry reserves the right to evaluate the proposed spray operation, including but not limited to equipment operators, spray equipment and operating plan, and reject any part of the operation that, in the Bureau of Forestry's said opinion, will result in unsatisfactory performance.

F. CONTRACT TERM:

The contract shall commence upon execution and receipt of Purchase Order and terminate on September 30, 2019.

The service delivery dates may vary, but should not exceed September 30, 2019.

The contractor must notify the Bureau of Forestry seven (7) days prior to the start of operations.

No treatment will be allowed from September 15 until May 15. The Bureau of Forestry ultimately reserves the right to alter the ending date; however, the end date cannot exceed September 30, 2019.

G. DEPARTMENT PERSONNEL:

1. **PERSONNEL** - The Bureau of Forestry will furnish personnel to supervise and direct the spray operation in the following capacities:

a. Program Supervisor - The Resource Assistant District Forester, Stephen Wacker, in the Tuscarora State Forest is responsible for the overall operation of the vegetation control program and represents the Bureau of Forestry in settling minor contractual matters. This person is responsible for coordinating the activities of all people working on the program within a forest district and communicating with the contractor's project supervisor concerning any operational problems or changes in plans.

b. Field Contract Coordinator - These persons are Forest District personnel who serve as the Bureau of Forestry's field liaison with the contractor and are responsible for reviewing and approving/disapproving the spraying operations plan, verifying calibration of all spray equipment, verifying acceptable spraying conditions, and conducting quality control checks on the spray equipment and application during the spraying operations.

H. GENERAL CONTRACT TASKS:

1. **PURPOSE** - It is the purpose and intent of this document to provide specifications for herbicide(s), equipment, application, and other operational requirements necessary for a properly prepared and executed contract and for securing proper equipment, dispersal systems, service facilities, qualified ground personnel, and qualified equipment operators capable of making a proper application of herbicide and performing necessary related functions.
2. **ACREAGE** - The Bureau of Forestry has 2 blocks totaling 117 acres for treatment in this contract.
3. **START AND COMPLETION DATES** - All blocks should be completed by September 30, 2019. The contract shall commence upon receipt of Purchase Order and terminate on September 30, 2019.
4. **RECALL** - The contractor may be recalled to treat any area(s) that were missed or to retreat area(s) because of faulty application, wash-off, or inadequate herbicide effectiveness. The Bureau of Forestry will resolve any disputes between the contractor and the Bureau of Forestry. Recall spraying and re-spraying resulting from misses and faulty application will be at the contractor's expense. The contractor will be required to treat, without any additional compensation, areas not treated due to skips, faulty application or equipment limitations that were not immediately apparent after initial application. The Program Supervisor will make this decision six (6) weeks after the initial application or six (6) weeks following bud break and will transmit a final written decision to the contractor with the exact locations and time frames of the areas that must be retreated. Thereafter, the contractor will be required to complete the re-treatment by the date specified in the Program Supervisor's letter.
5. **DAMAGE TO COMMONWEALTH PROPERTY** - The contractor shall be responsible for any damage to Commonwealth property resulting from the improper use of equipment for this spray operation. The contractor will be given one (1) written warning that damage is becoming excessive and if the action continues damages will be assessed.

a. Timber Damages - When, in the opinion of the Program Supervisor, damage to the residual stand becomes excessive the contractor shall pay the Commonwealth a fair base current value determined by the Program Supervisor per unit of volume. If this value for damage due to contractor's carelessness or negligence is less than \$25.00 per tree then a minimum charge of

\$25.00 per tree will be made whether the tree is commercial, non-commercial, merchantable or non-merchantable.

b. State Forest Facilities - Contractor shall immediately repair in a manner which meets with the approval of the Program Supervisor, any damage to State Forest roads and/or other facilities, including camp access roads, resulting from the contractor’s use for this spray operation. General wear and tear is accepted. The Program Supervisor may notify the contractor in writing to temporarily discontinue use of any of the above whenever in their opinion such action is necessary to prevent serious damage.

6. OPERATIONAL REPORT - A separate report on the contractor's designated personnel and equipment to be used on the project must be submitted to the Program Supervisor seven (7) days prior to the beginning of the spray operation.

7. REPORT - The report must be formatted and include all information as follows:

Purchase Order Number:

Contractor:

- Name of Contractor
- Name of President or Owner (specify)
- Address
- Telephone Number

Subcontractor(s): (If any)

- Name of Subcontractor(s)
- Name of President or Owner(s) (specify)
- Address(s)
- Telephone Number(s)

On-Site Project Supervisor:

- Name(s)
- Address(s)
- Telephone(s)

Person Holding Pesticide Applicators License(s)

Name(s)

Spray Equipment Operator(s)

Name(s)

Glyphosate/ EscortXP Formulation:

Trade Name

Diluent/surfactant:

- 8. Daily Application Records-** Upon completion of each individual spray block, a copy of the application records for each day of work must be provided for the Program Supervisor. These include: the BIU number, the names of applicators with license numbers, the EPA number of actual brand of pesticide applied and rate of mixture, the brand of diluents and rate, the marker dye and/or surfactants used, the total amount of mix applied each day, and the area that was covered each day.

I. INDIVIDUAL CONTRACT SPECIFICATIONS:

1. SERVICE/BID DOCUMENT CONTRACT

- a. Township/County Involved: Bratton Township – Mifflin County and Lack Township – Juniata County.
- b. Forest District: Tuscarora Forest District #3
- c. Type of Areas to Be Treated: State Forest
- d. Total Acres: 117 acres
- e. Estimated Starting Date: Immediately upon receipt of Notice to Proceed Letter.
- f. Estimated Completion Time: Project should be completed by September 30, 2019.
- g. Herbicides: Blocks 1 and are to be treated with spray equipment and will have the following mix applied: glyphosate: N-(phosphonomethyl) glycine, isopropylamine salt or comparable herbicide mixed with EscortXP: Metsuluron methyl, Methyl 2-[[[(4-methoxy-6-methyl-1,3,5-triazin- 2-yl)amino]-carbonyl]amino]sulfonyl]benzoate mixture rate and product at the Bureau of Forestry's approval.
- h. Diluents: Must use environmentally safe diluents with a colored dye. No kerosene, diesel fuel, or by-product thereof may be used as the diluents.
- i. Description **of species to be treated for Blocks 1 and 2.**

All Japanese Barberry (*Berberis thunbergii*) within the treatment block must be treated.

J. OBLIGATIONS OF THE DEPARTMENT:

MAPS - The Bureau of Forestry will supply for use by the contractor copies of maps on which the areas to be treated have been delineated. The Bureau of Forestry will also supply for operational purposes, copies of forest district maps.

K. OBLIGATIONS OF THE CONTRACTOR:

1. **GENERAL** - The contractor is obligated to furnish spray equipment, spray materials, support equipment, and personnel necessary to produce an herbicide application in accordance with the Invitation for Bid (IFB), and contract specifications. Other sections in these contract specifications give more specific information on the equipment and personnel required.

The contractor must observe a 30' no spray buffer from East Licking Creek.

The contractor maintains responsibility for an entire contract even if another organization is providing part of the equipment and personnel.

2. **PESTICIDE APPLICATION BUSINESS LICENSE** - The contractor must show proof of a valid Pesticide Application Business License issued by the Pennsylvania Department of Agriculture (PADA) in the category appropriate for ground spraying of forests.
3. **PROOF OF INSURANCE** - The contractor must provide proof of insurance as specified for equipment owned, leased, rented, subcontracted, or otherwise utilized by the contractor and for all personnel hired, subcontracted, or otherwise employed by the contractor per requirements in Section O.
4. **SPRAY MATERIALS** - The contractor is responsible for the purchase of the herbicide and any diluents used in this project. Specific details on herbicides and diluents are given in Section N.
5. **START DATE** - The contractor must notify the Program Supervisor seven (7) days prior to the beginning of application.
6. **MAINTENANCE** - The contractor must maintain a readily available on-site inventory of commonly needed spare parts and spare equipment including, but not limited to, pumps, pump seals, and other components to provide current maintenance on the spray system and equipment, the mixing and pumping system, the support trucks, and the storage tanks and to provide for immediate replacement of critically needed parts and equipment. Routine maintenance must be conducted only at times that will not interfere with the spray operation. Care must be taken to prevent leakage of spray material at all times.
7. **SECURITY** - Guard service for the spray equipment and/or support equipment is the responsibility of the contractor.
8. **FIELD EXPENSES AND TRANSPORTATION** - Costs incurred in the operation and maintenance of all contractor equipment are the responsibility of the contractor.
9. **SPILL CLEANUP EXPENSES** - The contractor is responsible for all cleanup activity and costs resulting from any contamination caused by the accidental or intentional spilling, leakage, or dumping of herbicide, fuel, oil, or any other contaminant from contractor supplied equipment.
10. **SAFETY** - The contractor is required to conduct all operations in a safe manner. The contractor must provide essential safety equipment including, but not limited to, properly sized and coded fire extinguishers and spill-containment materials and supplies.

L. CONTRACTOR PERSONNEL:

1. **PROJECT SUPERVISOR** - The contractor must designate one of its personnel to serve as the on-site project supervisor and to represent the company in all contractual matters that require prompt attention. This person must be familiar with all equipment being used and, as necessary, must be certified or registered as required by the Pennsylvania Pesticide Control Act rules and regulations of the Pennsylvania Department of Agriculture. If the project involves the simultaneous spraying of two spray blocks, the project supervisor will not be assigned to regularly operate spray equipment or serve as ground support for any equipment.
2. **GROUND SUPPORT PERSONNEL** - The contractor must supply properly qualified, trained and experienced ground support personnel unless otherwise specified in writing by the Program Supervisor to drive all necessary support vehicles, handle and mix herbicides, help apply the herbicide solution, operate and maintain the equipment used to transfer and mix herbicides, and properly fuel, service, and maintain each piece of spray equipment. Providing people with no training or no prior experience is **not** permitted. All ground personnel involved with the mixing of herbicide must be supervised, certified, or registered as required by the Pennsylvania Pesticide Control Act rules and regulations of the Pennsylvania Department of Agriculture.

3. SPRAY EQUIPMENT OPERATORS

- a. **Qualifications** - The contractor must provide equipment operators that are qualified to operate the spray equipment specified in the bid in a safe and efficient manner.
- b. **Spray Equipment Operator Protective Gear** - All spray equipment operators and ground personnel must wear protective gear provided by the contractor as specified by the herbicide label requirements.

M. APPLICATION SPECIFICATIONS, CONDITIONS, AND RESTRICTIONS:

1. **SAFETY** - The Bureau of Forestry and contractor personnel are required to conduct themselves in a safe manner at all times. The contractor must provide spray equipment suitable for the safe application of herbicide on all types of terrain encountered on the contract.
2. **MARKING** - The boundary will be marked with orange flagging. Due to the length of the contract the boundary may also be painted in with orange or blue paint at the contractor's request.
3. **WEATHER RESTRICTIONS (For Mist Blower Application Only) (See guidelines)**- Using the following guidelines, the Field Contract Coordinator, when present on site, will determine when weather conditions are acceptable for spraying operations to be conducted. In the absence of the Field Contract Coordinator or in the absence of contact with him, the Contractor is responsible for making the determination if weather conditions are acceptable for spraying, whether the Field Contract Coordinator is present or not. A graph is provided in the attachments section with guidelines for when to use mist blower application.
 - a. **WIND VELOCITY** - Wind velocity must be 10-mph or less in the open or 4-mph or less under a forest canopy when measured in or near the spray block with a hand-held wind gauge. If

excessive drifting of the spray cloud occurs because of higher wind velocity above the forest canopy, spray operations must be suspended even though surface-level wind conditions meet the above conditions. Caution must also be exercised when dead calm conditions exist because of the formation of temperature inversion layers. Under such conditions, the smaller droplets in the spray cloud will remain suspended and will not settle into the forest floor. Spray operations must be curtailed until such conditions clear.

- b. PROBABILITY OF PRECIPITATION - Probability of precipitation within two (2) hours after the completion of spraying must be 50 percent or less.** This probability of precipitation is provided by Flight Service Weather (1-814-234-9412), National Weather Service (use closest local source), or other contracted weather forecasting source.
- c. RELATIVE HUMIDITY - Relative humidity must be high enough to prevent evaporation of the smaller droplets in the spray cloud before they contact the foliage (large droplets may still be deposited). Spray deposition must be monitored closely when relative humidity drops below 50 percent with spraying curtailed when excessive evaporation is detected.**
- d. AIR TEMPERATURE - Air temperature in the shade at approximately five feet above the ground must be 40 to 80 degrees Fahrenheit. Spraying may continue above 80 degrees Fahrenheit if thermals are not developing and the spray cloud is settling into the forest floor without excessive evaporation.**
- e. WET FOLIAGE - Foliage must not be dripping wet** either from precipitation or overnight dew.

N. HERBICIDES AND ADJUVANTS:

- 1. PURCHASING, STORAGE, AND TRANSPORTATION -** The contractor must purchase the herbicide used on this project, pay all applicable sales and use taxes, and arrange for delivery of the product to a suitable site where it will be secure and protected from damage. The contractor must assure that adequate supplies of herbicide are strategically located in the contract area to assure an efficient operation. The contractor must also assure that its personnel and Bureau of Forestry personnel are aware of the locations of these supplies.

Commonwealth property may be used to store spray material and equipment if prior arrangements are made with the District Forester.

The contractor is also responsible for handling and transporting the herbicide from the storage site to the treatment area.

- 2. MSDS -** The contractor must keep a copy of the Material Safety Data Sheet (MSDS) available on site throughout the course of the project for any herbicide or other materials requiring an MSDS which are supplied by the manufacturer for the project.
- 3. ACCEPTABLE MIXTURE FORMULATIONS -** Areas to be treated with spray equipment will have the following mix applied: Glyphosate: N-(phosphonomethyl) glycine, isopropylamine salt at a 2 percent solution for all foliar application combined with EscortXP: Metsulfuron methyl, Methyl-[[[(4-methoxy-6-methyl-1,3,5-triazin-2-yl)amino]-carbonyl]amino]sulfonyl]benzoate mixed at a

rate equivalent to 4-8 oz. per 100 gallons of water. For cut stump a 25 percent solution may be used. Specific product formulation must be approved by the program supervisor prior to starting. Product formulation must include a surfactant or equivalent.

4. **DILUENTS** - Must use an environmentally safe diluent. No kerosene, diesel fuel, or by-product of may be used as the diluent.
5. **OPERATIONAL PROBLEMS** - The contractor must determine what, if any, operational problems exist with any product. These problems may include handling, mixing, storage, transportation, and spraying difficulties. To the best of the Bureau of Forestry's knowledge at this time, no adverse characteristics exist with any of the listed products. It is the contractor's responsibility to insure a trouble-free operation with the material purchased. If a delivered product presents operational problems, it must be immediately replaced.
6. **CONTAINER DISPOSAL** - The contractor is responsible for the proper disposal of all herbicide and adjuvant containers as specified on the product label.

7. HERBICIDE MIXING

- a. **When to Mix** - All herbicides must be mixed at the work-site (unless purchased pre-mixed) as needed only in quantities sufficient to keep the spray equipment in operation. The decision to mix herbicide as well as the quantity to mix is the responsibility of the contractor. Material may be required to be mixed in the presence of Bureau of Forestry personnel. It will be at the option of the Program Supervisor if spray material is to be mixed in the presence of Bureau of Forestry personnel. Any material deemed unsuitable must be properly disposed of at the contractor's expense as outlined in the specimen label.
- b. **Mixing Procedures** - All herbicides must be mixed in strict accordance with the herbicide manufacturer's recommendations. Detailed mixing procedures along with allowable storage periods for the mixed herbicide are prepared by the Bureau of Forestry for the formulations used based upon the manufacturer's recommendations and are given to all personnel involved in herbicide mixing. All herbicide mixtures must be thoroughly mixed if permitted to set eight (8) hours or more.
- c. **Time Limits on Holding Mixed Herbicide** - Mixed material must be sprayed within the following time limits established by the Bureau of Forestry: 14 Days.
- d. **Rates, Applications, and Spray Volume** - Specifics on the number of applications and application rates for the contract are given in Section 4. Final spray volumes per acre are as follows for all routine spraying:
 1. Target plants shall be treated with approved formulation. Plants short enough to be treated with a foliar spray shall be treated with a 2% solution of glyphosate mixed with EscortXP. Plants over forty inches (40") tall may be cut and have stumps covered with 25% solution of glyphosate.
 2. Plants shorter than forty inches (40") may be treated using a foliar treatment, with spray

directed vertically onto target plants to avoid spraying nearby non-target plants. Use a herbicide mix with glyphosate and Metsulfuron methyl as the active ingredients. A 2% concentration of glyphosate and 4-8 oz. per 100 gallons of water for the Metsulfuron methyl shall be used for traditional foliar spray treatments; or, ultra-low volume Thinvert system application with equivalent application rate.

Use a low pressure and coarse spray pattern to avoid spray drift and damage to non-target plants. Coverage must be uniform and completely cover the entire barberry plant.

3. Plants taller than forty inches (40") may be treated using a cut stump treatment. Target plants shall be cut flush with the ground (or as close as possible), and the stump immediately treated with an herbicide with glyphosate as the active ingredient. A 25% concentration shall be used for cut stump treatments. Thoroughly wet the cut surface of the stumps to the root collar area, but not to the point of runoff to the adjacent soil

8. **SAFETY** - The contractor must follow all safety procedures that apply to general pesticide handling and to the specific material being used. Persons handling the chemical formulation or the open containers in which it is packaged must wear rubber gloves provided by the contractor. Persons must also be wearing long sleeved shirts, long pants and footwear with socks.

O. INSURANCE AND LICENSE REQUIREMENTS:

The contractor shall purchase and maintain, at its expense, the following types of insurance, issued by companies, acceptable to the Commonwealth.

1. **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.
2. **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 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 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.

P. BID AWARD:

Bidder must complete and return the following:

1. The electronic invitation for bid to be found at www.pasupplierportal.pa.us,
2. Must provide a current copy of a valid Pesticide Application Business License.
3. Must provide a current copy of Small Business Certificate.
4. A properly executed Reciprocal Limitations Act form that lists the state of manufacture for any supplies procured.

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

The per acre price shall include the cost of herbicides, labor, insurance, and all miscellaneous expenses necessary for the completion of the tasks.

The bid will be awarded based on the total sum of all blocks as indicated on the IFB-Invitation for Bids.

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.

Due to budgetary constraints, the Department reserves the right to award any combination of blocks as deemed appropriate if total bid award exceeds available funds.

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

Q. REFERENCES:

After the bid opening and prior to awarding of 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.

Similar work defined as having experience providing foliar machine or hand application of herbicide in specific forested areas over 100 acres.

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.

R. PAYMENT TERMS:

Payment will be upon satisfactory completion of each project block, as determined by field inspection conducted by a Bureau of Forestry representative.

S. 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 E-Invoicing Program, visit:
<http://www.budget.pa.gov/Programs/Pages/E-Invoicing.aspx>.

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, 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.

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 purposes, should not be explicitly stated on an invoice.

T. 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 addressed properly and identified, or for any reason whatsoever.

U. 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.

Attachments:

Map(s) of Contract Area

Guidelines for Machine and/or Hand Application