

## STATEMENT OF WORK

### FULL OVER FULL COMMERCIAL GRADE BUNK BEDS 440643(LP)

PA Department of Conservation and Natural Resources  
Worlds End State Park  
Sullivan County

#### I. SCOPE OF WORK:

The Department of Conservation and Natural Resources, Bureau of State Parks, Worlds End State Park, requires a vendor to furnish 15 Full over Full Commercial Grade Bunk Beds 440643(LP) with Ladder and Safety Rails and deliver to Worlds End State Park.

Questions regarding the technical aspects of this bid should be directed to Bill Kocher or Ken Jones at (570) 924-3287. Questions regarding the contracting or bidding aspects of this solicitation should be directed to Carol Durham at (717) 783-3309 or [cdurham@pa.gov](mailto:cdurham@pa.gov).

#### II. CONTRACT TASKS

The following tasks shall be completed in performance of the contract.

Specifications of Full over Full Commercial Grade Bunk Bed 440643(LP):

- The sleeping surface is made of sturdy 9-gauge sinuous wire deck
- Heavy welded Assemblies are made of 1 ¼ inch rolled steel
- Made with lock wedge brackets for quick assembly
- Dimensions: Bunk 53" by 76" (full over full)
- Safety Rails: Two (2) Safety Rails per bunk – one 36" and one 51"
- One (1) Ladder per bunk 492313 Ladder LD5 (LP)
- Color is of a dark shade of brown, gray, or black
- **Weight Capacity is 500 lbs. per sleep surface of distributed weight**

Deliver to:

PA Department of Conservation and Natural Resources  
82 Cabin Bridge Road  
Forksville, PA 18616

#### II. CONTRACT TERM

The contract shall commence upon execution and receipt of the purchase order and terminate April 1, 2019.

#### III. BID AWARD

Bidder must complete and return the following:

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

The contract quantities herein are estimated only and may increase or decrease depending on the needs of the Department.

The unit price shall include all materials and items necessary for product specifications.

The bid will be awarded based on total sum.

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

#### **IV. PAYMENT TERMS**

Payment shall be made on a reimbursement basis following the delivery and final acceptance of approved product.

#### **V. 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 name, 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.

#### **VI. RECEIPT AND OPENING OF BID**

Bids will be submitted via PA Supplier Portal, to be found at [www.pasupplierportal.state.pa.us](http://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 other reason whatsoever.

#### **XI. 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.