

STATEMENT OF WORK

QUEEN MATTRESSES and BOX SPRINGS

**PA Department of Conservation and Natural Resources
The Inn at Bald Eagle – Bald Eagle State Park
Centre County**

I. SCOPE OF WORK:

The Department of Conservation and Natural Resources, Bureau of State Parks, Bald Eagle State Park, requires a vendor to furnish 22 Queen Sized Mattress and 21 Queen Sized Box Springs to the Inn at Bald Eagle, Bald Eagle State Park. The vendor shall furnish and install the new mattresses and remove and dispose of existing mattresses at the same time.

Questions regarding the technical aspects of this bid should be directed Jacque McCarty at (814) 625-2775, Option #5 or jmccarty@pa.gov. Questions regarding the contracting or bidding aspects of this solicitation should be directed to Carol Durham at (717) 783-3309 or cdurham@pa.gov.

II. CONTRACT TASKS

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

Mattresses and box springs shall be Arbor Bay by Englander (or approved equal) and shall meet or exceed the following specifications:

- Dimensions: Queen Size – 60” wide x 79.5” long x 12” high
- Coil Density: 800 minimum
- Upholstery: Insulator Pad, Gel Foam
- Innerspring: 800 14 ¾ gauge; Continuous Wire Unit; 9 gauge border wire; Posturized center third; Total Edge foam encasement; Head-to-toe helical
- Nine Layer Mattress System: *From top to bottom -*
 - FR Barrier Natural Cotton
 - Cool Gel Quilt
 - Air Flow Foam
 - High Density Support Foam
 - 806 Individually Wrapped Coils
 - High Density Support Foam
 - Air Flow Foam
 - Cool Gel Quilt
 - FR Barrier Natural Cotton
- Box spring shall be 7” to 7.5” in height

Delivered to:
PA Department of Conservation and Natural Resources
The Inn at Bald Eagle
201 Warbler Way
Howard, PA 16841

Prior arrangements must be coordinated with Jacque McCarty at least one (1) week prior to arrival.

Simultaneously, existing 22 Queen mattresses and 21 box springs along with any packaging and shipping materials shall be removed and sustainably disposed of.

II. CONTRACT TERM

The contract shall commence upon execution and receipt of the purchase order and terminate April 30, 2019. Delivery shall take place within thirty (30) days of receipt of purchase order.

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
- B. A properly executed Reciprocal Limitations Act form that lists the state of manufacture for any supplies procured.

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

The bid will be awarded based upon the total sum.

Please note that the Department will accept only out to two (2) decimal places when entering 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 please 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. 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.