

## STATEMENT of WORK

### DELIVER and TAILGATE 4" MINUS Material Beaver Dam Road FOREST DISTRICT 10 CLINTON COUNTY

#### I. SCOPE OF WORK:

The Commonwealth of Pennsylvania, Department of Conservation and Natural Resources, Sproul State Forest, requires services to deliver and tailgate approximately 2,000 tons of 4" MINUS material, to Beaver Dam Road.

Questions regarding the technical aspects of this bid should be directed to Dennis Sorgen at 570-923-6011 or dsorgen@pa.gov, or Marty Lentz at 717-783-7953 or mlentz@pa.gov. Questions regarding the bidding or contractual aspects of this bid should be directed to Sherri Dornes at 717-783-4884 or sdornes@pa.gov.

#### II. CONTRACT TASKS:

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

**Delivery of material is to be completed as soon as possible in favorable conditions, as determined by the District Forester, but not to exceed June 30, 2019.**

##### Delivery

- ❑ A properly executed DCNR-Bureau of Forestry 4" MINUS Certification Form (**attached**) is to be provided at the time of initial delivery and subsequent certification forms should quarry conditions change. This Certification Form is to apply to the specific stockpile of 4" Minus material being delivered from the Vendor's source. The form certifies that the 4" MINUS material meets all of the specifications and requirements referenced below.
- ❑ Upon receipt of a Purchase Order, vendor shall begin delivery upon five days advance verbal notification.
- ❑ Forest district staff, and/or their designated representatives shall perform quality assurance / quality control visits to the quarry to inspect the 4" MINUS for the project. This may include the testing of the 4" MINUS by DCNR, and/or their designated representatives. The Vendor shall provide transportation or escort the staff to the 4" MINUS load site over the duration of the project.
- ❑ Delivery shall be at a rate of 66 tons per hour.
- ❑ No material is to be delivered before 8 a.m. or after 4:30 p.m.
- ❑ All trucks must be driven by individuals capable of placing material by the tailgating method.
- ❑ Delivery shall continue on an uninterrupted basis.

**Material**

- ❑ All material must be certified to not degrade the environment nor create health hazards.
- ❑ Aggregate must originate from a PennDOT qualified quarry source, as listed in PennDOT Bulletin 14.
- ❑ Wearing course material must be structurally durable so that weathering and traffic loads do not result in creation of dust, sediment or pollution.
- ❑ All 4" MINUS material is to be derived from natural stone formations.
- ❑ Stone is defined as rock that has been crushed; rock is defined as consolidated mineral matter.
- ❑ For use in this program, both are restricted to that which has been mined or quarried from existed geologic bedrock formations.
- ❑ All components of the 4" MINUS material are to be derived by crushing parent rock material.

Vendors **must provide a properly executed DCNR-Bureau of Forestry 4" MINUS Certification Form (attached)** at the time their bid is submitted committing that they can provide 4" MINUS material that meets the following criteria.

The required amounts and allowed ranges, determined by weight, for various size particles are:

<b><u>Passive Sieve</u></b>	<b><u>Lower %</u></b>	<b><u>High %</u></b>
4 Inch	100%	---
3 ½ Inch	80%	97%
2 ½ Inch	70%	95%
1 ½ Inch	50%	80%
¾ Inch	30%	60%

- ❑ The Plasticity Index (PI) of the 4" MINUS shall be a maximum of 6. The laboratory test required for these results is the ASTM D4318 – Standard Test Method for Liquid Limit, Plastic Limit, and Plasticity Index of Soils.
- ❑ Aggregate must be within the range of pH 6- pH 12.45 as measured by EPA 9045C.
- ❑ Material is to be delivered and placed at a moisture content ranging between 4% to 6%. The laboratory test required for these results is the AASHTO T255- Total Evaporable Moisture Content of Aggregate by Drying.
- ❑ 4" MINUS shall be properly mixed and at the proper moisture content before it is loaded onto the transport vehicles.
- ❑ Tarps are to be used to cover 100% of the load's exposed surface from the time of loading until immediately before dumping, including standing time waiting to dump.
- ❑ The vendor is hereby informed that any 4" MINUS material, utilized for the purpose of this contract that does not meet specifications as determined by the Department of

Conservation and Natural Resources shall be rejected. Vendor will not receive payment for rejected 4" MINUS material.

**Use of Roads**

- The Department of Conservation and Natural Resources does not guarantee the successful vendor the use of roads maintained by the Pennsylvania Department of Transportation (PennDOT), townships, or other agencies or owners. Vendor must contact the PennDOT posted highway coordinator and officials of other said roads for possible weight or other restrictions that would prevent or restrict use. Vendor will be responsible for obtaining all necessary Road Use Permits and/or any associated Bonds from the PennDOT, townships, or other agencies or owners.

**III. LIQUIDATED DAMAGES**

The Department of Conservation and Natural Resources may assess "Liquidated Damages" if the contractor fails to meet the terms of the contract. Specifically, if the contractor fails to meet a "scheduled delivery", liquidated damages may be assessed at a daily rate until the required service is performed. The assessment may be levied according to the following formula:

$$\text{\$300/day} \times \text{enter number of day(s)} = \text{\$ Total in Liquidated Damages}$$

**IV. CONTRACT TERM:**

Contract shall commence upon receipt of Purchase Order and terminate June 30, 2019.

**V. BID AWARD:**

Bidder must complete and return the following for award of bid:

- 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 and signed DCNR-Bureau of Forestry 4" MINUS Certification Form stating the surface material 4" MINUS meets the required criteria, and
- C. A properly executed Reciprocal Limitations Act form that lists the state of manufacture for any supplies procured.

Bids will be awarded based on lowest total sum.

Bidders must be aware that the 20% over/under allowance for delivered 4" MINUS material is **no longer applicable**; vendors must plan deliveries accordingly and remain at or below the requested bid tonnage for the project.

Note: The Department will only accept out to two (2) decimal points when entering your "Unit Price" figures in the bid.

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

Contractor shall be paid for actual quantities used.

**VI. PAYMENT TERMS:**

Payment shall be made upon satisfactory completion of project for actual services performed, which includes meeting the 4" MINUS aggregate specification.

**VII. RECEIPT AND OPENING OF BIDS:**

Bids must be submitted via the 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 reason whatsoever.

**VIII. SERVICE SLIPS:**

To insure prompt payment, the Contractor must provide a service slip(s) to the District Office after the completion of the project.

**IX. 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](mailto:69180@pa.gov).

For information on the Commonwealth 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 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.

**X. 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 purchase order.

Attachments