

# STATEMENT OF WORK

## KIOSK FRAMES

### PENN NURSERY & WOOD SHOP

137 Penn Nursery Road

Spring Mills, PA 16875

Centre County

#### I. SCOPE OF WORK:

The Department of Conservation and Natural Resources, Bureau of Forestry, Penn Nursery and Wood Shop requires a vendor to furnish Kiosk Frames.

Questions regarding the technical aspects of this bid should be directed to Fran Chadick, Assistant Wood Products Manager at 814-364-5150 or [fchadick@pa.gov](mailto:fchadick@pa.gov). Questions regarding the bidding or contracting procedures should be addressed to Carol Durham at 717-783-3309 or [cdurham@pa.gov](mailto:cdurham@pa.gov).

#### II. CONTRACT TASKS:

**Furnish the following Kiosk Frames Only (no substitutions) no roofing materials needed.**

**All parts will have a black satin hardened finish.**

Awarded Vendor to provide pre-production drawings for approval to Fran Chadick, Penn Nursery and Wood Shop.

- **Quantity (7) Single Panel Kiosk w/roof - (see Figure A) - 1 Bulletin Case**

Single Panel Kiosk w/roof kit includes:

- (1) 36.5" w x 48.5" h **Bulletin Board Case** (see Figure A-1)  
Each bulletin board has two keyed locks opposite hinge side and includes (2) sets of keys for each bulletin case; Visual area: 30.5" w x 42.5" h
- (2) Leg Anchors with Aluminum Tubes, 22.5" total length (see Leg Tube Detail)
- (4) 2" x 4" 90-degree clip angles welded to the sides of the case
- (4) 2" x 4" 90-degree clip angles (loose)

- **Quantity (3) Triangular Panel Kiosk w/roof - (see Figure B) – 1 Graphic Carrier and 2 Bulletin Board Cases**

Triangular Panel Kiosk w/roof kit includes:

- (1) 36.5" w x 48.5" h **Graphic Carriers**, visual area to be 35" w x 47" h  
Removable extrusion placed on top (see figure B-2)
- (2) 36.5" w x 48.5" h **Bulletin Board Case** (see Figure B-1)  
Each bulletin board has two keyed locks opposite hinge side (see Figure A-1) and includes (2) sets of keys for each bulletin case; visual area: 30.5" w x 42.5" h
- (1) Aluminum Roof Rafter Spider - (see Figure B-5)
- (3) Leg Anchors with Aluminum Tubes, 22.5" total length (see Leg Tube Detail)
- (24) 3/8" Drive Rivets
- (6) 11.5" x 4" x 3/16" Mounting Brackets (see figures B-2, B-3 and B-4 for detail)

- (12) 1.25" x 2" Aluminum Angles (welded to the backs of carriers and case)

- **Quantity (10) Double Panel V Kiosk w/roof** - (see Figure C) 2 Bulletin Board Cases

Double Panel V Kiosk w/roof kit includes:

- (2) 36.5" w x 48.5" h **Bulletin Board Cases** (see Figure A-1)  
Each bulletin board has two keyed locks opposite hinge side and includes (2) sets of keys for each bulletin case; visual area: 30.5"w x 42.5"h
- (3) Leg Anchors with Aluminum Tubes, 22.5" total length (see Leg Tube Detail)
- (8) 2" x 4" 90-degree clip angles welded to the sides of case
- (4) 2" x 4" 90-degree clip angles (loose)
- (4) 2" x 4" 105-degree clip angles (loose)

- **Quantity (5) Double Panel V Kiosk w/roof** - (see Figure D) 1 Graphic Carrier and 1 Bulletin Board Case

Double Panel V Kiosk w/roof kit includes:

- (1) 36.5" w x 48.5" h **Graphic Carrier**, visual area to be 35"w x 47" h  
Removable extrusion placed on top, (see figure B-2)
- (1) 36.5" w x 48.5" h **Bulletin Board Case** (see Figure A-1)  
Each bulletin board has two keyed locks opposite hinge side and includes (2) sets of keys for each bulletin case; visual area: 30.5"w x 42.5"h
- (3) Leg Anchors with Aluminum Tubes, 22.5" total length (see Leg Tube Detail)
- (8) 2" x 4" 90-degree clip angles welded to the sides of case
- (4) 2" x 4" 90-degree clip angles (loose)
- (4) 2" x 4" 105-degree clip angles (loose)

Shipping: FOB Destination

### III. CONTRACT TERM:

The contract shall commence upon execution and receipt of purchase order and will terminate June 30, 2019.

### IV. BID AWARD:

Bidder must complete and return the following:

1. The electronic Invitation for Bid to be found at [www.pasupplierportal.state.pa.us/](http://www.pasupplierportal.state.pa.us/)
2. 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 the completion of the project.

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

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

### V. PAYMENT TERMS:

Payment shall be made upon satisfactory completion of contract.

## VI. RECEIPT AND OPENING OF BIDS:

Bids must be submitted via the PA Supplier Portal, to be found at <https://www.pasupplierportal.state.pa.us/irj/portal/anonymous>. 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 for any reason whatsoever.

## VII. 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](mailto:69180@pa.gov).

For information on the Commonwealth's E-Invoicing Program, visit <http://www.budget.pa.gov/Programs/Pages/E-Invoicing.aspx>.

2. Or mailed to the following address:

Commonwealth of Pennsylvania – 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.

## VIII. BID RESULTS:

Bidder can obtain bid results by accessing e-[Marketplace](#). The bids will be posted within (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