

STATEMENT OF WORK

UPPER CACHE SIDING, RAIN GUTTERS & DOWN SPOUTS REPLACEMENT

Department of Conservation and Natural Resources
Bald Eagle State Forest - Forest District 7
Union County

I. SCOPE OF WORK:

The Department of Conservation and Natural Resources, Bureau of Forestry, Bald Eagle State Forest requires the services of a contractor to replace the siding and rain gutters and downspouts of the upper cache building at the forest district office complex, located at 18865 Old Turnpike Road, Millmont, PA 17845.

Services shall include, but not be limited to, furnishing of all materials, labor, superintendence, tools, equipment and performing all work necessary to complete all construction to the satisfaction of, and subject to the approval of the Department.

Questions regarding the technical aspects of this bid should be directed to Matt Beaver at 570-922-3344 or mbeaver@pa.gov. Questions regarding the bidding or contracting procedures should be directed to Carol Durham at 717-783-3309 or cdurham@pa.gov.

II. CONTRACT TASKS:

- A. Remove T-111 siding and nails and repair any deteriorated lumber found underneath the siding materials.
- B. Replace overhead door jams with 1-inch x 12-inch framing to be covered by dark brown steel siding.
- C. Replace soffit with 10-inch dark brown aluminum soffit.
- D. Replace any deteriorated wall insulation.
- E. Install ½-inch plywood or OSB and house wrap on the 3 exterior walls of the 'heated' west end of the building.
- F. Install Fiberal Grandrib 3 formed metal wall panels, corners, and overhead door frames. Color of metal siding will be dark brown.
- G. Install commercial dark brown seamless 6-inch rain gutters and 3-inch by 4-inch downspouts.
- H. Work must be completed by June 30, 2020

- I. Contractor is responsible for disposal of all waste/refuse resulting in relation to the project. Clean up the area around the building so that there are no fasteners or metal scraps left on-site which could damage vehicle tires.

III. SITE INSPECTION

A site inspection is strongly recommended for prospective bidders prior to bidding. To arrange a visit to the site and review the work to be done prior to submitting a bid, contact Matt Beaver at 570-922-3344.

IV. CONTRACTOR QUALIFICATIONS:

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 should 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.

V. LIQUIDATED DAMAGES:

The Department of Conservation and Natural Resources may collect "Liquidated Damages" if the contractor fails to meet the terms of the contract. Liquidated Damages will also be assessed at the rate of \$500.00 per day beyond the contract termination date.

VI. INSURANCE REQUIREMENTS:

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

- A. 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.
- B. 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 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 at least 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.

VII. CONTRACT TERM:

The contract shall commence upon execution and receipt of purchase order and terminate June 30, 2020.

VIII. CONTRACTOR REFERENCES:

After bid opening, and prior to awarding of the contract, the Department has the right to request references (names, addresses and telephone numbers) of similar work replacing roofing, rain gutters and down spouts in the previous two (2) years as proof of qualifications to perform the work involved in this contract.

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.

IX. BID AWARD

Bidder must complete and include the following with the bid response:

The electronic Invitation for Bid to be found at www.pasupplierportal.state.pa.us,

- A. The electronic Invitation for Bid to be found at www.pasupplierportal.state.pa.us,
- B. A copy of your self-certification form from the Department of General Services and the Small Business Procurement Initiative. Failure to produce a valid Self-Certified Small Business certificate shall render your submission non-responsive.
- C. A properly executed Reciprocal Limitations Act Requirements form that lists the state of manufacture for any supplies procured.

Bids will be awarded based on lowest total sum.

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

Contractor shall be paid at the unit price bid for actual work performed.

The Department will only accept out to two (2) decimal points when entering your "Unit Price" figures in the Invitation for Bid.

X. PAYMENT TERMS:

Payments shall be made upon satisfactory completion of project for actual services performed.

XI. INVOICES:

Invoice format shall be in accordance with the IFB – Invitation for Bid.

A. All invoices for this contract MUST either be:

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 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.

XII. RECEIPT AND OPENING OF BIDS:

Bids must be submitted via the PA Supplier Portal, to be found at www.pasupplierportal.state.pa.us. Fax 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.

XIII. 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.