

Statement of Work

Occupancy Program Appraisals

Department of Conservation and Natural Resources Bureau of State Parks

I. SCOPE OF WORK

The Department of Conservation and Natural Resources, Bureau of State Parks, requires an appraiser to perform inspections of 66 income producing houses to determine fair market rental values for each property individually.

Questions regarding the technical aspects of this bid should be directed to Judy Deiter at 717-705-3958, or jdeiter@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. TASKS

Each property Appraisal reports should include a detail description of the physical characteristics of the property being appraised (sketch of the property and provide the location and dimensions, description of any improvements).

Adequate photographs of the subject property and provide location maps of the property and comparable rentals property description, physical characteristics in details that are comparable to each rental property.

The dates and times of all the appraisals must be coordinated and approved by the park manager of each location.

III. LOCATIONS

The 66 properties are contained within the following State Parks:

Evansburg State Park (39 properties)- Eric Ihlein 610-409-1150, 851 May Hall Road, Collegeville, PA 19426

Ridley Creek State Park (22 properties)- Phillip Schmidt - 610-892-3900 1023 Sycamore Mills Road, Media, PA 19063

White Clay Creek (5 properties) 405 Sharpless Road, Landenberg, PA 19350 (park contact is through Ridley Creek office)

Evansburg State Park - 39 properties

1140 Anders Road, Collegeville
1295 Grange Avenue, Collegeville
1444 Grange Avenue, Collegeville
1651 Green Hill Road, Worcester
2240 Kerr Road, Harleysville
3521 Germantown Pike, Collegeville
3523 Water Street Road, Collegeville
3550 Water Street Road, Collegeville
3555 Old Baptist Road, Collegeville
3559 Water Street Road, Collegeville
3600 Mill Road, Collegeville
3600 Water Street Road, Collegeville
3624 Mill Road, Collegeville
3624 Water Street Road, Collegeville
3634 Leshner Road, Collegeville
3659 Thompson Road, Collegeville
3674 Thompson Road, Collegeville
3691 Kratz Road, Collegeville
3709 Thompson Road, Collegeville
3730 Old Baptist Road, Collegeville
3735 Old Baptist Road, Collegeville
3741 Old Baptist Road, Collegeville
3742 Lewis Road, Collegeville
3749 Old Baptist Road, Collegeville
3751 Mill Road, Collegeville
3751 Old Baptist Road, Collegeville
3754 Old Baptist Road, Collegeville
3761 Ridge Pike, Collegeville
3762 Cedar Lane, Collegeville
3764 Mill Road, Collegeville
3769 Cedar Lane, Collegeville
3828 Skippack Pike, Skippack
477 Skippack Creek Road, Collegeville
497-A Skippack Creek Road, Collegeville
497-B Skippack Creek Road, Collegeville
528 Skippack Creek Road, Collegeville
538 Skippack Creek Road, Collegeville
574 Skippack Creek Road, Collegeville
955 Grange Avenue, Collegeville

Ridley Creek State Park - 22 properties

1000 Sycamore Mills Road, Media
1059 N Middletown Road, Media
1107 Sycamore Mills Road, Media
1120 Sycamore Mills Road, Media
266 Gradyville Road, Newtown Square
285 Bishop Hollow Road, Media
290 E. Bishop Hollow Road, Media
290 W. Bishop Hollow Road, Media
300 Gradyville Road, Newtown Square
3430 N. Providence Road, Media
3432 N. Providence Road, Media
3672 N Providence Road, Newtown Square
3740 Providence Road, Newtown Square
401 Gradyville Road, Newtown Square
571 Sycamore Mills Road, Media
634 Sycamore Mills Road, Media
656 Sycamore Mills Road, Media
765 E. Forge Road, Media
769 E. Forge Road, Media
840 Sycamore Mills Road, Media
841 Sycamore Mills Road, Media
842 Sycamore Mills Road, Media

White Clay Creek – 5 properties

1010 Broad Run Road, Landenburg
307 Sharpless Road, Landenburg
350 Glen Road, Landenburg
357 London Tract Road, Landenburg
517 Sharpless Road, Landenburg

IV. SITE VISIT

A site inspection is recommended for prospective bidders prior to bidding. Please coordinate location visits with the Park Offices as indicated in Section III, Locations. Attached to the Invitation For Bid (IFB) is Property Books in which can be viewed to help identifying property to be appraised.

V. CONTRACTOR REQUIREMENT

Contractor shall be certified through State Board of Certified Real Estate Appraisers in the Commonwealth of Pennsylvania.

Vendor is required to sign-in at the park office daily to secure keys and sign-out to return keys daily.

Vendor shall email all reports in pdf form to jdeiter@pa.gov as each property appraisal is completed. All appraisals shall be completed by June 30, 2020.

VI. CONTRACTOR REFERENCES

With submission of your bid, include two references (names, addresses, and telephone numbers) of similar work doing appraisals in similar field and scope in the previous two (2) years as proof of qualifications to perform the work outline in this contract. It should include a description of the methods and approaches used. Include similar appraisal work previously done for the Commonwealth of Pennsylvania.

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.

VII. INSURANCE REQUIREMENTS

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

1. Worker'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.
2. 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 coverages 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.

VIII. CONTRACT TERM

The term of this contract shall commence upon execution and receipt of purchase order and Notice to Proceed letter and terminates June 30, 2020.

IX. BID AWARD

Bidder must complete and return the electronic Invitation for Bid to be found at www.pasupplierportal.state.pa.us,

A long with a list of references outline in Section VI.

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

Bid pricing should be provided per appraisal for each park location. Travel and other expenses should be considered and included in the appraisal price.

Travel reimbursement expenses shall be at or below state rates found in the most current version of the Commonwealth's Management Directive 230.10, Travel and Subsistence Allowances.

Quantities are estimated and may increase or decrease per actual agency need.

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

X. PAYMENT TERMS

Payment shall be made upon satisfactory completion of the submitted appraisals.

Any deficiencies will be corrected by the contractor at no expense to the Department.

XI. INVOICING

Invoice format shall be in accordance with the RFB – Request for Proposal.

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

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 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.