

General Specifications

I. SCOPE OF WORK:

The Southeast Region of the Pennsylvania Game commission requires interior painting. This project will include: Painting areas include; 1st Floor Office Spaces (15), Conference Rooms (2), Restrooms (9), Kitchen Area, Break Room, Stairwells (2), Lower Level Hallways (3) and General Office Workplace. **All purchase orders require the contractor to provide the equipment, labor, insurance and all miscellaneous expenses to complete the project.**

Any questions concerning the technical aspects of this bid should be directed to the Conservation Administration Supervisor:

State Game Warden Kevin J. Halbfoerster

Conservation Administration Supervisor
Pennsylvania Game Commission I Southeast Region Office
253 Snyder Road I Reading PA 19605
Phone: 610-926-3136 EXT66609 I Fax: 610-926-8835
WWW.PGC.PA.GOV

II. CONTRACT TASKS:

A. Project Location:

The Painting project will occur at the Southeast Region Office Building of the PA Game Commission located at 253 Snyder Rd., Reading PA 19605. The contractor will complete the required work described above at this location.

B. Contractor shall comply with attachment 1, Painting.

III. SITE INSPECTION AND ASSISTANCE:

The PGC will provide an on-site tour by appointment for prospective bidders. Bidders may set up an appointment by contacting the Regional Office at 610-926-3136 with CAS, Kevin Halbfoerster.

IV. CONTRACT REQUIREMENTS:

- A. Project must be completed by the termination date: June 30, 2020.
No contract extension.
- B. Spaces must be painted and carpeted with the agreed paint colors.
- C. Failure to comply with any of the terms or conditions of the contract may result in cancellation of the agreement.

V. INSURANCE REQUIRMENTS:

- A. The contractor will provide Worker's Compensation insurance enough to cover all the employees of contractor to fulfill this contract.
- B. Comprehensive General Liability Insurance, including bodily injury and property damage insurance, to protect the Commonwealth and the contractor for claims arising out of the performance of the contract. The amount of Bodily Injury Insurance shall not be less than \$300,000.00 for injury to or death of persons per occurrence. The amount of property Damage Insurance shall not be less than \$300,000.00 per occurrence.

Such polices shall name the Commonwealth as an additional insured. Prior to the commencement of work under this contract, the contractor must provide the Commonwealth with current certificates of insurance. These certificates shall contain a provision that coverage afforded under the policy shall not be cancelled or changes until at least thirty (30) days prior written notice has been given to the Commonwealth.

Hold Harmless:

The contractor shall be responsible for and agrees to indemnify and hold harmless the Commonwealth from and against damages to property or injuries (including death) to any persons and other loses, damages, expenses, claims, demands, suits, and actions by any party against the Commonwealth in connection with the work performed by the contractor.

VI. BID AWARD:

Bid on the Interior Painting should include the total costs.

Bid will be awarded to the lowest bidder.

Bids are to be submitted electronically through the Commonwealth's "PA Supplier Portal" system by **2:00 PM, January 20, 2020**. If you have not registered as a vendor with the Commonwealth, you must do this first at www.supplierportal.state.pa.us before submitting an electronic bid.

ALL VENDORS WHO CONDUCT BUSINESS WITH THE PENNSYLVANIA GAME COMMISSION MUST HAVE A VENDOR NUMBER ASSIGNED TO THEM IN ORDER TO RECEIVE PAYMENT FROM THE COMMONWEALTH.

Vendors may success the website www.pasupplierportal.state.pa.us or phone 877-435-7363 or 717-346-2676 or email ra-srmhelp@state.pa.us for assistance to register as a new vendor or if you are an existing vendor, to change the name or remit to address. This is a Department of General Services (DGS) website so you need to contact them directly if you have any problems with the website.

The price shall include all labor, equipment, tools, insurance and all items necessary for the completion of the project.

VII. CONTRACT TERMS:

The contract term shall commence upon receipt of the performance bond and work may begin immediately thereafter and terminate by June 30, 2020. No extension time will be awarded.

VIII. PAYMENT TERMS:

The contractor shall be paid at the price bid at completion of the project after the Conservation Administration Supervisor inspects the project to asses the performance of the specifications and quality of work performed.