

**DEPARTMENT OF ENVIRONMENTAL PROTECTION**

**BUREAU OF Air Quality**

**Drone Surveys Bid Requirements**

**A. CONTRACT TERM:**

1. The contract shall commence April 1, 2020 or upon execution of a purchase order and terminate on December 31, 2020.

**B. ESTIMATED QUANTITIES:**

1. The contract quantities contained herein are estimated only and may increase or decrease dependent upon the needs of DEP. The contractor shall be paid equal to the actual amount of the calendar quarters, received, and accepted.
2. As a result of service performance; associated ancillary service items may be added as required and consequently included in the rate of the resulting contract award at the discretion of both parties at a mutually agreed upon price set forth in writing.

**C. AGENCY CONTACTS:**

1. Any technical questions should be directed to Frank Purtell, phone: 717-787-2030 email: [frpurtell@pa.gov](mailto:frpurtell@pa.gov). Email communication is preferred.
2. Questions regarding bidding procedures should be directed to Janet Noll, phone 717-772-5747, email [janoll@pa.gov](mailto:janoll@pa.gov). Email communication is preferred.

**D. AWARD:**

1. Award will be made to the responsible, responsive offeror whose proposal is most advantageous to DEP as outlined in the bid requirements and statement of work.

**E. DELIVERY:**

1. Please include ALL costs within the amount proposed in the invitation to bid (IFB). NO additional costs will be permitted with exception to those pursuant to and as outlined in Section B above.

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#### F. PAYMENT TERMS:

1. Surveys will commence and conducted upon receipt of a fully executed purchase order and invoiced and paid on a quarterly basis. The awarded vendor will be paid for the services rendered (determined by the number of surveys provided at each of the sites as outlined in Page 2, Item III-2) for the quarter.
2. Payment shall be made on a reimbursement basis for actual services delivered and accepted by DEP Bureau of Air Quality.

#### G. IFB SUBMISSION:

1. IFB (invitation to bid responses must be submitted via the Department of General Services eMarketplace website.
  - a. All Bids must be submitted electronically through the Department of General Services' (DGS) eMarketplace website. The eMarketplace website is located at <http://www.emarketplace.state.pa.us>. DEP is not responsible for the maintenance of the eMarketplace website.
  - b. DGS's Supplier Service Center ([Supplier Service Center](#)) is available to assist vendors with registration, bidding, and account management. For questions regarding registration help, send an email to **[RA-PSC Supplier Requests@pa.gov](mailto:RA-PSC_Supplier_Requests@pa.gov)** or call (877) 435-7363, choose option 1. For questions regarding bidding help, send an email to [srmhelp@pa.gov](mailto:srmhelp@pa.gov) or call (877) 435-7363, choose option 2.
  - c. DEP is not responsible for the support or functionality of any Department of General Services website.

**Department of Environmental Protection is not responsible for the maintenance, support, or functionality of any DGS website.**