

PROJECT SPECIFICATIONS

1.1 – SCOPE OF PROJECT

The intent of this project is to deliver and install a temporary office trailer at the Pennsylvania Game Commission (PGC) Headquarters Office Building, Susquehanna Township, Dauphin County. The project consists of delivering and installing the office trailer on the prepared stone pad, installing ramps and steps at the entry doors, providing water and sewer services for the rental period and removing the trailer after the rental period is complete.

1.2 – SITE LOCATION

The site for this project is at the PGC headquarters office building which is located at 2001 Elmerton Avenue, Harrisburg, PA 17110. The work area is the parking lot on the north side of the building. The property is owned by the Pennsylvania Game Commission (PGC).

1.3 – PROJECT TIMELINE

The project bidding and contract award schedule is listed below.

Bid Issue: February 12, 2020

Bid Opening: February 26, 2020

Award Contract: February 28, 2020 (issue draft purchase order)

The office trailer must be delivered, installed and ready to occupy by March 31, 2020. The office trailer must remain in-place and serviced through June 20, 2022. The trailer must be removed from the site by June 30, 2022.

1.4 – INSURANCE

The Commonwealth of Pennsylvania is self-insured and does not have a commercial insurance policy to generate a standardized certificate of liability insurance form. Therefore, The PGC cannot enter into any insurance agreements or “indemnify” other parties and private concerns.

The Commonwealth’s exposure to liability is governed by the dictates of Act 152, as amended by Act 142 of 1980, commonly known as the Sovereign Immunity Tort Claims Act. In accordance with Section 8528 of the statute, eligible claims or suits against the Commonwealth, its officials or employees may be settled up to \$250,000 per person; \$1 million per occurrence.

The Commonwealth has established a Tort Claims Self-Insurance to handle these claims or suits, which is administered by the Bureau of Risk and Insurance Management, Department of General Services in close relationship with the Office of Attorney General. There is no policy number assigned to the “Tort Claims General Self Insurance program.” All municipalities

and private concerns have accepted the Commonwealth's Self-Insurance Program as a viable alternative to commercial insurance.

If the Vendor determines that they need additional insurance to fulfill the obligations of this project; they must acquire and pay for it at their own expense.

1.5 – PREVAILING WAGES

This project is **not** subject to the provisions, duties, obligations, remedies and penalties of the Act of August 15, 1961 (P.L. 987), as amended, known as the "Pennsylvania Prevailing Wage Act" (43 P.S. Sec. 165-1 et seq). Prevailing minimum wages are not applicable to this project and certified payrolls are not required.

1.6 – NON-APPROPRIATION AND CANCELLATION

It is understood and agreed between the parties hereto that if the PGC for which the trailer is being leased, is abolished, limited, or restricted, by any Act of Legislature, including a failure of sufficient appropriation by the General Assembly to continue payment of the rent or any other amount hereunder, or by Law of Congress, or by any Action taken under authority conferred by such acts or laws, or decision of court; then the Lessee shall have the right to cancel this Lease by giving one month's notice in writing.

1.7 – PURCHASE ORDER

A Purchase Order will be generated at the time of award without further input from the successful bidder. The awarded vendor will be sent a copy of the is document and no work will be authorized until the vendor is in receipt of the Purchase Order. The PGC will not be entering into any other agreements with the awarded vendor for this project.

The purchase order will have the same items as the bid form. Refer to Section ____ for a listing an explanation of the bid items for this project. The purchase order can be revised during the rental period if both parties agree to the revisions.

1.8 – SITE DESCRIPTION AND ACCESS

The trailer is to be installed on an existing stone pad on the west side of the main parking lots at the PGC headquarters. The dimensions of the stone pad are approximately 23' x 100'. The stone pad has a 6-inch minimum layer of compacted #2A coarse aggregate topped with a layer of 3/8-inch stone. The surface is smooth and sloped to match the existing parking lot pavement.

The PGC headquarters building will remain open during the trailer delivery and installation period. The PGC will restrict parking in areas that would interfere with delivery and installation of the trailer. The Vendor is required to provide barriers, drums, etc. to effectively close off the work area and protect the staff and public. The PGC will restrict parking in areas so that the Vendor's operations can proceed.

Access to the work area will be from the existing paved driveways which connect to public streets. The Vendor is permitted to park vehicles and equipment in the work area. The Vendor must keep the driveways open to travel for the public and PGC personnel.

1.9 – PLANS AND BUILDING PERMIT

The Pennsylvania Game Commission will apply for and acquire the building permit for installation of the temporary office trailer from the PA Department of Labor & Industry. The Vendor shall provide a set of plans (signed and sealed by a professional engineer registered in the state of Pennsylvania) that adequately describe the structure, materials, dimensions, systems and features of the temporary office trailer to include in the building permit application. The plans must also include details of the steps, ramps, landings, canopies and tie-down features (foundation) for the temporary office trailer. Electronic copies of the plans are acceptable.

The plans must be submitted to the PGC as soon as possible after bid opening and notice of award is given to ensure that the project timeline is not disrupted. The PGC will be using an “expedited” process to acquire the building permit.

The Vendor is not required to pay any fees associated with the building permit. The Vendor will be paid for the plans provided to the PGC according to the lump sum price bid for this item.

1.10 – TRAILER REQUIREMENTS

The temporary office trailer shall be a single unit trailer with a nominal size of 12’ x 60’ with the following features listed below. Refer to the drawing for a depiction of the temporary office trailer layout. The interior and exterior of the trailer shall be clean and in like new condition with no damaged walls, roofs or floors. All equipment, windows and doors must be in operating condition.

1. Design and construction of the office trailer shall be in accordance with the 2015 International Building Code.
2. Offices formed by interior partition walls at both ends and a large open center section.
3. One bathroom with toilet and sink. Bathroom must be ADA compliant.
4. Two entry doors. One door must have a landing and steps with railing. The other door must have a landing and ramp with railing. Both landings must have an overhead protective canopy. The ramp, steps, landings and railings must be ADA and OSHA compliant.
5. Blocks and foundation to level and support the trailer.
6. Tiedowns to secure the trailer. Loading capacity of the tiedowns must comply with building code requirements.
7. Overhead integral lighting for all rooms. Wall outlets in all rooms. Data boxes in all rooms.

8. HVAC system with air conditioning and heat.
9. Water and sewage tanks. Winterization and cold weather protection for these tanks is required.
10. Vinyl skirting on the entire perimeter to hide the underneath portion of the trailer.
11. The Vendor shall supply four keys for the entry doors.

The PGC expects to house 6 to 8 people in the trailer during the rental period. The personnel that are housed in the trailer will be working an 8-hour shift five days per week (Monday through Friday). The PGC will be supplying all office furniture and supplies for the staff in the trailer.

1.11 – UTILITY CONNECTIONS

The PGC is arranging for a utility pole to be installed next to the existing stone pad for a temporary electric service. A meter base will be installed on the pole. The PGC will pay for all costs from the power company. The Vendor is required to make any electric connections that the power company does not do to make the trailer operational. The PGC will pay the monthly electric bill for the trailer.

The PGC will run data and phone lines to the trailer from the headquarters office building. The PGC will make any connections in the trailer for the phone and data service.

There are no water and sewer connections available at this location. The trailer must be equipped with tanks for water and sewage. The Vendor will provide the necessary service during each month for the water and sewage tanks. Payment for this service will be made on a monthly basis by the PGC.

1.12 – BID ITEMS

The purchase order will have the following items which are also listed on the Electronic Bid Form.

1. Trailer Drawings – Job
2. Trailer Delivery & Installation – Job
3. Trailer Rental (April 2020 to June 2020) – 3 Months
4. Trailer Rental (July 2020 to June 2021) – 12 Months
5. Trailer Rental (July 2021 to June 2022) – 12 Months
6. Water and Sewer Services (April 2020 to June 2020) – 3 Months
7. Water and Sewer Services (July 2020 to June 2021) – 12 Months
8. Water and Sewer Services (July 2021 to June 2022) – 12 Months
9. Trailer Removal – Job

The Trailer Rental and Water and Sewer Services items are broken down by month according to the state fiscal year to comply with procurement regulations. The monthly rental cost shall include repairs to the office trailer and equipment not caused by negligence of the PGC staff.

Response to repair requests must occur within 4-hours. The purchase order for this project will extend from March 2020 to June 30, 2022.

The Vendor shall prepare their invoice to match the format of the purchase order. The invoices for the project must be submitted directly the PGC Engineering Division for processing. Payment of invoices will take approximately 45 days after receipt.