

STATEMENT OF WORK

FLOATING DOCK COMPONENTS

Commonwealth of Pennsylvania
Department of Conservation and Natural Resources
Moraine State Park
(Butler County)

I. SCOPE OF WORK:

The Department of Conservation and Natural Resources (the Department), Bureau of State Parks, requires a vendor to furnish and deliver components for two floating dock to replace floating docks at Moraine State Park, 225 Pleasant Valley Road, Portersville, PA 16051-2031.

Questions regarding the technical aspects of this bid should be directed to Dustin Drew at 724-368-8811 or by email at dudrew@pa.gov. Questions regarding the bidding or contracting procedure should be directed to Carol Durham at 717-783-3309 or by email at cdurham@pa.gov.

II. CONTRACT REQUIREMENTS:

The following tasks are to be completed in the performance of this contract:

- Supplier to furnish floating dock components and hardware necessary for the installation of two (2) floating docks for marina mooring. Each dock will be a total length of one hundred and thirty feet (130'). Dock sections are to be provided as twelve (12) twenty-foot (20') sections and two (2) ten-foot (10') sections. Further details are provided in the Technical Specifications and General Dock Details as well as Drawings C-101 and C-102 (attached).
- The intent is to purchase steel truss frames and hardware components only. Lumber, anchor pipe, assembly and installations will be done by the Department.
- Dock components are to be shipped with a maximum load height of ten feet (10') from ground to top of highest item to allow for unloading with existing equipment.
- A minimum of dock materials and components to fully assemble, one (1) one hundred and thirty-foot (130') dock, must be delivered to Moraine State Park by April 15, 2020. All remaining components for the second dock must be received by April 30, 2020.

III. SITE INSPECTION:

An optional site inspection, to view existing docks of similar style, is available prior to submitting bids. Any bidders wishing to visit the site should contact Dustin Drew, Park Manager, at 724-368-8811 to arrange the visit.

IV. DELIVERY:

Awarded Vendor will notify Dustin Drew 724-368-8811 to set up delivery time and discuss specifics of the delivery.

Davis Hollow Marina
448 North Shore Drive
Portersville, PA 16051

V. CONTRACT TERM:

The term of this contract shall commence upon execution and receipt of purchase order and Notice to Proceed letter and terminate May 15, 2020.

Contractor shall not sub-contract work unless written approval is given from the Park Manager.

VI. BID AWARD:

Bidder must complete and return the following:

1. The electronic Invitation for Bid to be found at www.pasupplierportal.state.pa.us,
2. A properly executed Reciprocal Limitations Act form that lists the state of manufacture for any supplies procured.

The unit price shall include all materials and items necessary for product specifications.

The bid will be awarded based on total sum.

The Contract quantities herein are estimated only and may increase or decrease, depending on the needs of the Department. The Contractor shall be paid at the unit price for the actual work performed.

Please note that the Department will only accept out to two (2) decimal points when entering your pricing.

VII. PAYMENT TERMS:

Payment shall be made on a reimbursement basis following delivery and final acceptance of floating dock components.

VIII. INVOICES:

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

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#.VnmrO6Mo6Uk>.

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.

IX. LIQUIDATED DAMAGES:

If any items are not delivered or performed within the contract specified time limits, the delay will interfere with the proper implementation of the Commonwealth's programs and utilizing the item, to the loss and damage of the Commonwealth. From the nature of the case it would be impractical and extremely difficult to fix the actual damage sustained in the event of any such action.

The Commonwealth and the Contractor, therefore, presume that in the event of any such delay the amount of damage which will be sustained from a delay will be \$500.00 per day per item, per deadline dates (April 15th and/or April 30th). And they agree that in the event of any such delay, the Contractor shall pay such amount as liquidated damages and not as a penalty.

The Commonwealth, at its option, for amounts due the Commonwealth as liquidated damages, may deduct such from any money payable to the Contractor or may bill the Contractor as a separate item. The Commonwealth shall notify the Contractor in writing of any claims for liquidated damages pursuant to this paragraph before the date the Commonwealth deducts such sums from money payable to Contractor. Delivery of an item, which is rejected by the Commonwealth, shall not toll the running of the days for purposes of determining the amount of liquidated damages.

The Supplier should discuss any potential delays with the program immediately upon determination of any issues. Any delays will be handled on a case by case basis, but Suppliers should be aware of the possible penalties and plan accordingly.

X. CONTRACTOR REFERENCES:

After the 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 performed in the previous two (2) years as proof of qualifications to perform the work involved in this contract. Similar work is

defined as manufacturing and furnish floating dock components and hardware necessary for the installation docks for marina mooring.

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.

XI. 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 for any reason whatsoever.

XII. BID RESULTS:

Bidder may obtain bid results by accessing www.emarketplace.state.pa.us/. 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.