GENERAL SPECIFICATIONS (Forestry Understory Mowing Project)

I. SCOPE OF WORK:

A. The Pennsylvania Game Commission, Southwest Region, requires mowing of witch-hazel, laurel, and other ground shrubs and small trees 6” diameter at breast height (dbh) and smaller within the project perimeter on 185 acres of State Game Land 120, Clearfield County. Services shall include, but not be limited to, the furnishing of all labor, superintendence, tools and equipment for the above detailed work as per Attachment 1. All quotes require the contractor to provide the equipment, labor, insurance, and all miscellaneous expenses to complete the operation.

B. This project is being bid as one contract and the contract is comprised of one line item bid.

Any questions concerning the technical aspects of this bid should be directed to the Assistant Regional Forester or Field Forester:

Neil Itle                                      Brandon Karlheim
Assistant Regional Forester                   Field Forester
PGC, Southwest Region                        PGC, Southwest Region
4820 Route 711                                4820 Route 711
Bolivar PA 15923                              Bolivar, PA 15923
Phone: 814-227-5019                           Phone: 412-554-6260
Email address: neitle@pa.gov                  Email: bkarlheim@pa.gov

II. CONTRACT TASKS:

A. Project Location:

Lat/Long
N40.7313 W78.6254

State Game Lands No. 120, in Chest Township, Clearfield County. Mow understory shrubs and small trees (6 inches dbh and smaller) on 185 acres of State Game Land 120, as identified on the attached map.

B. Contractor must comply with Attachment 1. Maps of project are included with the bid packet.

III. SITE INSPECTION AND ASSISTANCE:

The PGC will conduct an optional site inspection tour of the work site for prospective bidders on Friday March 6, 2020 at 10:00am. Attendees will meet at the PGC parking area along Barrons Road (SR 3003), Chest Township,
Clearfield County. Coordinates for the meeting location are N40.7313 W78.6254. The site inspection will provide prospective bidders the opportunity to view the site and evaluate conditions specific to the project, including vegetation for control, topography, site challenges (rock, downed logs, density of trees, etc.). Bidders may visit the site on their own any time. Bidding on this project without a site inspection of the entire project area is strongly discouraged.

IV. CONTRACT REQUIREMENTS:

A. The project may commence upon the receipt of the Purchase Order that includes a notice to proceed. All work must be completed by the termination date of June 30, 2020.

B. The contractor agrees to comply with all attachments.

D. Failure to comply with any of the terms or conditions of the Contract will result in cancellation of the agreement.

V. INSURANCE REQUIREMENTS:

A. The contractor will provide Workmen’s Compensation insurance sufficient to cover all of the employees of contractor working to fulfill this contract.

B. Comprehensive General Liability Insurance, including bodily injury and property damage insurance, to protect the Commonwealth and the contractor from 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 policies 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 canceled or changed until at least thirty (30) days prior written notice has been given to the Commonwealth.

VI. 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 losses, damages, expenses, claims, demands, suits, and actions by any party against the Commonwealth in connection with the work performed by the contractor.
VII. DAMAGE TO COMMONWEALTH PROPERTY:
The Contractor shall be responsible for any damage to Commonwealth property resulting from the improper use of equipment for this mowing, clearing, tree felling habitat project. The Contractor will be given one (1) written warning that damage is becoming excessive and if the action continues damages will be assessed.

COMMISSION FACILITIES - Contractor shall immediately repair, in a manner that meets with the approval of the Officer in Charge, any damage to Game Land roads and other facilities, including access roads, resulting from their use for this mowing operation, general wear and tear excepted. Officer in Charge may notify the Contractor in writing to temporarily discontinue use of any of the above whenever, in their opinion, such action is necessary to prevent serious damage.

VIII. BID AWARD:

Bidders must offer **one bid for the entire project** regarding the required services on the 185 acres.

Bid is for all materials and services as outlined in Attachment 1.

The bid will be awarded to the bidder with the lowest price for the above listed line item. One purchase order will be awarded for the project.

Bids are to be submitted electronically thru the Commonwealth’s “PA Supplier Portal” system by **Tuesday, March 17, 2020 at 2:00 pm**. Any questions regarding this may be directed to the PGC Procurement Section at 717-787-6594.

The Commission reserves the right to reject any and all bids and to choose the bid that, in its sole opinion; best meet the needs of this project.

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.

If you have not registered as a vendor with the state, you must do this at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us) prior to submitting an electronic bid.

Vendors may access the website [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us) or phone (877) 435-7363 or (717) 346-2676 or email ra-smhhelp@state.pa.us for assistance to register as a new vendor or, if you are an existing vendor, to change a main or remit to address. This is a Dept of General services (DGS) website so you need to contact them directly if you have any problems with the website.
IX OPERATOR REFERENCES:

After the bid opening and prior to awarding of the contract, the Commission has the right to request 3 references (names, addresses, and telephone numbers) of similar work performed by the Operator within the previous two (2) years as proof of qualifications to perform the work involved in this contract. Similar work is defined here as proof that the bidder has successfully completed at least 50 acres of machine mowing in a forested environment in a single calendar year.

X CONTRACT TERM:

The contract term shall commence upon contractor’s receipt of the Purchase Order that includes a notice to proceed and terminate June 30, 2020. Refer to Attachment 1 for non-operational periods.

XI. PAYMENT TERMS:

Payment for understory mowing contract: The unit price shall include all labor, equipment, tools, culverts, insurance and all items necessary for the completion of the project. The contractor shall be paid on a reimbursement basis after the final inspection by a forestry division employee verifies work was successfully completed to the terms and specifications outlined in the contract.

XII. INVOICES:

Original invoices must be sent to:
Commonwealth of PA – PO Invoices
P.O. Box 69180
Harrisburg, PA 17106

A copy of all invoices must be sent to:
Andrew Hetrick
Pennsylvania Game Commission
4820 Route 711
Bolivar, PA 15923
724-239-9523 ext. 20217
ahetrick@pa.gov

All invoices must have the Purchase Order Number, as well as the Operator’s SAP Vendor Number on the invoice. The name and address listed on the purchase order must also be 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.
UNDERSTORY FORESTRY MOWING SPECIFICATIONS

Understory Mowing Project – SGL 120
Mowme, Project # 120-2019-01-n
Clearfield County, Chest Township

The contractor shall comply with the following project specifications:

1. All laurel, witch-hazel, other ground shrubs and small trees 6 inches diameter at breast height (dbh) or smaller within the project boundary must be mowed and shred into fine pieces. Brush must be cut and placed on the ground. The contractor will use a cutting, and or shredding, machine to clear the vegetation to within a maximum of two feet of the ground surface. The contractor will need to reduce piles of all cut shrub and tree material to a maximum height of two feet.

   Equipment specifications:
   a. Any machine equipment to be used for this project must be a forestry type mowing machine with suitable cutting devices such as a “hydro ax”, “Fecon”, Toma-Ax or other suitable cutting head mounted on a machine capable of negotiating forest terrain. All machines used for this project must be of at least 95hp. The Commission reserves the right to reject any piece of equipment that in its opinion will not safely and adequately complete the job.
   b. Be able to cut an average of 3 acres per day.
   c. Be able to cut trees up to 6 inches in diameter.
   d. Be able to grind the down shrub and top material into pieces less than 1’ long, except for the main bole of trees.
   e. Be able to completely severe the bole of the tree from the root system.
   f. The contractor is required to have at least one mowing/cutting machine working on site throughout the time period of the contract.

2. All trees 6 inches dbh and smaller may be felled with a chainsaw. All trees felled in this manner must be slashed down to be within 2 feet of the ground and mowed with a machine. Shrubs, and top material and limbs of trees, must be ground into chips or shredded and scattered. Trees cannot be uprooted from the ground.

3. The perimeter of the project is marked with blue painted slashes. The project area consists of six noncontiguous blocks ranging in area from 8 to 66 acres.

4. Damage to existing infrastructure (roads, trails, food plots) will be the repaired by the contractor. The need for any repair will be determined by the Regional Forester or designee prior to the conclusion of the project.
5. All brush and trees must be completely severed at the stump.

6. Cut trees and debris must be removed from trails, roads, ditches and tail drains, streams, and utility rights-of-way.

7. Stump heights of trees must be less than 12 inches above the ground.

8. All woody material must remain on site. No brush or woody material may be removed.

9. The terrain of the project area is flat to gently sloping. Surface rock and downed woody debris are scattered throughout the project area.

10. The contractor will remove all trash and garbage generated from the completion of this contract. This is to include all materials related to the support of felling tools and equipment, as well as items generated through personal use by the contractor’s employees. Burning of trash is not permitted.

11. The contractor will notify the Regional Forester three days prior to beginning the project. The contractor may work at times other than the schedule of the PGC forestry representative. Inspection of the project will occur during normal working hours.

12. Final inspection of the habitat project will be conducted by the Regional Forester or designee. The contractor may be present at the final inspection. Upon successful completion of the required work, payment will be released to the contractor. There is no performance bond required for this project.

13. Gates are always to be kept closed and locked except when the contractor is present on the site.

14. No operations will be permitted the opening day and all Saturdays during spring turkey season, including the youth spring gobbler hunt. The contractor, employees, and sub-contractors may not hunt to, from, or at the job site when the work location is beyond a gated road that is closed to public traffic. The contractor may travel to and from the work location on no-work days to check on the condition of equipment.

15. Operator is responsible for contacting PA One Call (8-1-1) at least three business days prior to any earth moving activities, skidding, or hauling to ensure all utility lines are clearly identified. PA One Call will alert the appropriate facility owners of the intent to conduct earth moving activities or cross underground lines. Utility lines will be crossed in accordance to the requirements of the respective owner of that right-of-way. For more information, visit www.paonecall.org
16. The Pennsylvania Game Commission reserves the right to inspect/evaluate the equipment which will be used to complete the contract. If in the opinion of the Regional Forester or designee the equipment is not adequate to meet the specifications of the contract, the contractor will have two options. One option is to secure and utilize other equipment acceptable for the project. The second option is to decline the contract. If the contractor does not have adequate equipment to complete the project and does not obtain satisfactory equipment, the contract will be terminated. The decision of the Regional Forester or designee as it relates to proper equipment and its ability to complete the work will be final.

17. Failure to meet and follow the terms and conditions of the project will be grounds to terminate the contract.
Low Shade Mowing Location Map for Mowme

Sale #120-2019-01n  Compartment: 2
SGL 120  Cover Stands: 5, 17, 21, 22, 24, 293

Clearfield County
Chest Township

Legend
- - - - PGC_Roads

Meeting Location
N 40.7313
W 78.6254
Low Shade Mowing Map for Mowme
185 Acres

Sale #120-2019-01n Compartment: 2
SGL 120 Cover Stands: 5, 17, 21, 22, 24, 293

Clearfield County
Chest Township
Low Shade Mowing Map for Mowme
185 Acres

Sale #120-2019-01n Compartment: 2
SGL 120 Cover Stands: 5, 17, 21, 22, 24, 293

Clearfield County
Chest Township