

STATEMENT OF WORK

DELIVER and TAILGATE Driveway Grade Shale District Road

Department of Conservation and Natural Resources
Michaux State Forest
Forest District 1
(Franklin County)

I. SCOPE OF WORK:

The Commonwealth of Pennsylvania, Department of Conservation and Natural Resources (DCNR), Michaux State Forest, requires services to deliver and tailgate approximately 1,600 tons of Driveway Grade Shale to District Road starting at Rocky Mountain Road and ending prior to Black Bill Road in Franklin County, Quincy Township.

Questions regarding the technical aspects of this bid should be directed to Michelle Blevins at 717-352-2211 or by email at mblevins@pa.gov. Questions regarding the bidding or contractual aspects should be directed to Carol Durham at 717-783-3309 or by email to cdurham@pa.gov.

II. CONTRACT TASKS:

Delivery of material is to be completed in the earliest favorable conditions, as determined by the District Forester.

Delivery Requirements: Continuous delivery and tailgating of 1,600 Tons of Shale (driveway grade) to District Road, Franklin County, Quincy Township with multiple trucks (5 to 7) delivering. Delivery time will be from 7:30 AM to 3:30 PM.

Project location: From the intersection of Route 233 (Rocky Mountain Road) and District Road, travel East on District Road. The project site begins Past the bridge over Racoon Creek and ends prior to Black Bill Road. The tailgating areas will be marked with flagging.

III. MATERIALS:

Driveway Grade Shale approved by the Department.

V. 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 labor, materials, equipment, tools, insurance, and all items necessary for completion of the project.

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 bid for actual work performed.

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

VI. CONTRACT TERMS:

The contract shall commence upon execution and receipt of purchase order and terminate December 31, 2020.

VII. CONTRACTOR REFERENCE:

After 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 of delivering and tailgating aggregate as proof of qualification to perform the work involved in this contract.

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.

VIII. PAYMENT TERMS:

Payment shall be made upon satisfactory completion of project for actual services performed, which includes providing acceptable slate.

IX. 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:
<https://www.budget.pa.gov/Programs/Pages/E-Invoicing.aspx>.

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.

X. RECEIPT AND OPENING OF BIDS:

Bids must be submitted via the PA Supplier Portal, to be found at www.pasupplierportal.state.pa.us. Emailed, faxed 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 not addressed properly and identified, or for any reason whatsoever.

XI. BID RESULTS:

Bidder can obtain bid results by accessing <http://www.emarketplace.state.pa.us/BidTabs.aspx>. The bid results will be posted as soon as practicable. The results are the apparent bidders and all bids are under review until final award of the purchase order.