

STATEMENT OF WORK

DELIVER and TAILGATE Driveway Grade Shale Stillhouse Hollow 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 6,500 tons of Driveway Grade Shale to Stillhouse Hollow Road. Project starts at the intersection of Stillhouse Hollow Road and Ridge Road, running north approximately 1 mile. This section of Stillhouse Hollow Road is located within Greene Township, Franklin County.

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 Jenna English at (717) 787-3278 or by email to Jenenglish@pa.gov.

II. CONTRACT TASKS:

The Stillhouse Hollow Road Shale Project specifications are noted below and shall be completed in performance of the contract.

Delivery Requirements: Continuous delivery and tailgating of 6,500 Tons of Shale (driveway grade) to Stillhouse Hollow Road, Greene Township, Franklin County with multiple trucks (7 to 9) delivering. Delivery time will be from 7:30 AM to 3:30 PM. Project start date is approximately April 3, 2023.

Project location: Project starts at the intersection of Stillhouse Hollow Road and Ridge Road then travel north for approximately 1 mile. Tailgating locations will be marked with ribbon. Equipment operator will be on site during deliveries.

III. **CONTRACTOR REQUIREMENTS:** Pursuant to Executive Order 2021-06, Worker Protection, and Investment (October 21, 2021), the Commonwealth is responsible for ensuring that every Pennsylvania worker has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with all applicable Pennsylvania state labor and workforce safety laws. Such certification shall be made through the Worker Protection and Investment Certification Form (BOP-2201) and submitted with the bid, proposal, or quote. Failure to submit a completed Worker Protection and Investment Certification Form may render your submission non-responsive.

IV. 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.
3. A properly executed Worker Protection and Investment Certification Form.

The unit price shall include all labor, materials, equipment, tools, 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 material delivered.

VI. CONTRACT TERMS:

The contract will commence upon execution and receipt of purchase order and terminate June 30, 2023.

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 in the amount of 6,500 tons 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 receipt of approved product and invoice.

This contract will be paid by Automated Clearing House (ACH), commonly referred to as direct deposit. Contractor should review V.29 CONTRACT-016.2 Payment – Electronic Funds Transfer of the attached Commonwealth's Terms and Conditions for complete details and contractor's responsibilities.

IX. INVOICES:

Invoice format will 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, project 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. Faxed, emailed, or 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 bids 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.

Attachments:

Project Map

Reciprocal Limitations Act Form

Workers Protection and Investment Certification Form