

**ATTACHMENT #1 – STATEMENT OF WORK**  
**BID# 6100058382**

**SCOPE OF WORK:**

The contractor shall furnish all labor, equipment, materials, repair parts, and replacement components necessary to repair commercial dietary equipment as needed and requested by the State Correctional Institution at Laurel Highlands. The contractor shall perform its services in accordance with the terms and conditions set forth in this Agreement.

Questions regarding the technical aspect of this bid should be directed to Mr. Michael Maga, Food Service Manager 2, at 814-445-6501. Questions regarding the bidding or contracting procedures should be directed to Courtney Vehar, Procurement Specialist 1, at 724-852-5571.

**CONTRACT TASKS:**

Services that may be necessary include, but are not limited to, the adjusting, calibrating, repairing as necessary, replacing parts and/or components as necessary, and testing procedures designed to reduce product failure and to maintain the equipment in efficient operational specifications as recommended by the respective manufacturers. Dietary equipment listed on page 6.

Contractor must physically respond to service calls within 24 hours of notification by the institution, unless other arrangements are made by the Food Service Manager 2, Mr. Michael Maga. In an emergency situation, this time frame may be shortened at the discretion of the Food Service Manager, or his designee.

All work required as a result of a service call shall be completed in a timely manner. At no time shall such work be unfinished for more than one (1) week from the service call date. An extension can be made to accommodate the need for specific parts to be ordered and shipped, and must be coordinated and approved by the Food Service Manager or his designee.

The contractor will coordinate all work through the Food Service Manager 2 or his designee.

Services shall normally be performed during normal working hours, Monday through Friday, 8:00 AM – 4:00 PM.

The contractor shall furnish the Institutional Food Service Manager, or his designee, with a cost estimate prior to performing any major repair on the equipment. The cost estimate must be approved prior to the commencement of any work.

**ATTACHMENT #1 – STATEMENT OF WORK**  
**BID#**

**CONTRACT TASKS CONTINUED:**

Services will normally be performed by an individual serviceman, who will be escorted at all times. If the contractor intends to assign two or more serviceman at one time, the Institutional Food Service Manager, or his designee, must grant prior approval.

The contractor warrants that the services to be performed shall be done in a workmanlike manner and shall conform to the standards of the industry. The contractor will guarantee labor for at least 30 days.

All assigned serviceman shall be fully qualified in accordance with requirements of the manufacturer to service this type of equipment. No payment shall be made for the services of helpers or trainees.

Service mechanics shall exercise good judgment with regard to repairing versus replacing the equipment's components and shall be equipped with a sufficiently complete line of parts to permit efficient repairs; however, repairs shall not be attempted if replacement is obviously the least costly alternative.

The contractor shall supply its own tools, equipment, etc., necessary to complete the services. Contractor must have locks on all toolboxes and vehicles must be secured at all times.

Newly installed replacement parts shall normally be identical to the items replaced. These parts will be warranted according to the manufacturer's published guidelines.

At the conclusion of each service call, institution staff will inspect all work performed. The contractor's mechanic performing the work shall complete a service report form showing, at a minimum, the following information:

- A. Date service rendered
- B. Type of service
- C. Time of serviceman's arrival
- D. Time of serviceman's departure
- E. Total number of labor hours
- F. Identification of equipment worked on and a brief description of the work performed, including a list of parts and/or replacement components used
- G. Signature of serviceman
- H. Signature of institutional representative

A copy of the service report form shall be provided to the Food Service Manager, or his designee, prior to the service mechanic's departure.

**ATTACHMENT #1 – STATEMENT OF WORK**  
**BID#**

**CONTRACT TASKS CONTINUED:**

The Institution shall promptly notify the contractor of any unsatisfactory services rendered and the contractor shall correct the deficiency, without cost to the Commonwealth, within twenty-four (24) hours of such notification.

Contractor will be reimbursed only for those services actually accepted by the Institution.

This contract is to provide service to equipment in existing operation at the time of contract award. During the course of the contract period, equipment is subject to change causing a discrepancy of serial numbers. If the institution acquires additional equipment of the same or similar make and model as specified herein, the contractor agrees to maintain the equipment in accordance with the terms and conditions of this contract.

**REPAIR PARTS:**

Various repair and replacement parts and supplies shall be furnished by the contractor as required to the institution at vendor's cost, which may include some handling and administrative fees. All used parts shall remain the property of the institution. Where there is an item that is partially used, such as a tube of silicone, the institution shall retain the unused portion if charged the full item cost by the vendor. If vendor chooses to keep the unused portion, the institution shall only be charged the fair value of actual amount used. The institution reserves the right to furnish repair parts and/or replacement components.

**SITE INSPECTION:**

A **mandatory** site visit will be held prior to the bid opening. Prospective bidders shall contact Mr. Michael Maga, Food Service Manager 2, at 814-445-6501 to schedule the site visit. Current service provider is exempt from conducting this site visit.

Bidders shall be furnished with written proof of visit, such written proof to accompany this bid. Bids submitted without required completed form will be disqualified.

**PERIOD OF CONTRACT:**

The anticipated term of this contract is 07/01/23 through 06/30/25.

**ATTACHMENT #1 – STATEMENT OF WORK**  
**BID#**

**CONTRACT RENEWAL:**

The Commonwealth, with the mutual consent of Contractor, shall have three (3) successive options to renew the term of the Contract for a period of one (1) year each, which shall begin respectively at the expiration of the then current term, upon the same terms, covenants, and conditions, provided, however, that the Contract has not been terminated. Notice of the election by the Commonwealth to exercise each option hereunder shall be given to the Contractor in writing at least one hundred twenty (120) days prior to the expiration of the then current terms, provided, however, that the Commonwealth's right to exercise the option hereunder shall not expire unless and until Contractor has given the Commonwealth (after Contractor's consent has been obtained) written notice of the Commonwealth's failure to timely exercise its option and fifteen days opportunity from the Commonwealth's receipt of the notice to cure the failure.

The contract shall commence upon execution and receipt of Notice to Proceed Letter and terminate June 30, 2025. The Contractor may, at July of each year, increase the unit prices by a rate not to exceed 3%. The Contractor shall provide written notification to the Department no later than March 31, of each subsequent year if such increases are to be requested.

**OPTION TO EXTEND:**

The Department of Corrections reserves the right, upon notice to the Contractor, to extend the Contract or any part of the Contract for up to three (3) months upon the same terms and conditions. This will be utilized to prevent a lapse in Contract coverage and only for the time necessary, up to three (3) months, to enter into a new contract.

**ESTIMATED QUANTITIES:**

The quantity of service is an estimate. If service usage needs increase or decrease during the effective time period of the contract, the Contractor agrees to provide the additional units of service at the original contract unit rates or accept the decrease in service.

**ATTACHMENT #1 – STATEMENT OF WORK**  
**BID#**

**ADDITIONAL PROVISIONS:**

The contractor shall abide by all Department of Corrections rules and regulations.

The contractor's services shall be scheduled at times acceptable to the institution's staff.

**RATE SCHEDULE:**

Payment will be rendered after each satisfactory occurrence. Bid prices are final. There will be no additional charges for travel time, mileage, meals, etc.

**INVOICES:**

All invoices for this contract **MUST** be sent to the following address:

Commonwealth of Pennsylvania – PO Invoice  
P.O. Box 69180  
Harrisburg, PA 17106

All invoices **MUST** include the Purchase Order Number, as well as your SAP Vendor Number. Failure to provide this information could result in a delay of your payment.

Invoice format must be in accordance with the Invitation to Bid Sheet.

**RECEIPT AND OPENING OF BIDS:**

No paper bids will be accepted. If paper bids are mailed; they will automatically be disqualified.

Bids must be submitted electronically, thru the following website [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us) please make sure that all of Attributes which are 30 questions are answered.

**BID RESULTS:**

Bids will be opened on the date and time specified in the invitation for bid. Bid tabulations will be posted on the day after the bid opening, on the Department of General Services' eMarketplace website <http://www.emarketplace.state.pa.us>. Tabulations are for information only and do NOT constitute actual award/execution of a contract. The results of the apparent bidders and all bids are under review until final award of the purchase order.

**ATTACHMENT #1 – STATEMENT OF WORK**  
**BID#**

- Vulcan Flat Top Grill - 1 each model number HEG48D
- Blodgett Combi Oven - 3 each model number BC 14E/AB
- Blodgett Convection Oven - 7 each model number MARK-V-111
- Groen Skillet - 4 each model number PPC-139
- Hobart Adamatic Rack Oven - 1 each model number DRO 2EP
- Blakeslee Floor Model Mixer- 1 each model number XT-4500
- Legion 60 Gallon Steam Jacketed Kettle - 1 each model number LT-60
- Hobart Slicer - 1 each model number HS6N-1
- Hobart Flight Type Dishwasher - 1 each model number FT800-2648 BD
- Hobart Flight Type Dishwasher - 1 each model number C64A
- Hobart Door Type Dishwasher - 1 each model number AM-14
- Hatco Toast King Toaster – 3 each model number TK-100
- Blodgett Double Convection Oven – 2 each model number Mark V
- Vulcan Hart Kettle – 2 each model number VDL100
- Hobart Floor Model Legacy Mixer – 1 each Model Number HL800
- Crescor – Warmer 12 each Model Number H-137-SUA-12P
- Crescor – Warmer 12 each Model Number H-137-UA-12C
- Robo Coupe Potato Cuber 1 each Model Number CL-55
- Advance Tabco 4 well steam table 1 each Model Number DISW-4240
- Atlas Steam Table 4 well 1 each Model Number BLH-40T
- Eagle Manufacturing 4 well steam table 1 each Model Number 37684-E
- Hobart Potato Peeler 1 each model number 6460
- 20 Quart Hobart Stand Mixer 1 each model number HL-200



**PROOF OF VISIT**

This is to verify that \_\_\_\_\_, a representative of \_\_\_\_\_, visited the State Correctional Institution at Laurel Highlands for the purpose of inspecting all aspects pertaining to repair of Dietary Equipment. This is in accordance with the Proof-of-Visit requirement of RFQ-Invitation for Bid Proposal # for Dietary Equipment Repair, and this document shall serve as written proof of visit when completely executed and signed by an authorized representative of the State Correctional Institution at Laurel Highlands.

\_\_\_\_\_  
Mr. Michael Maga  
Food Service Manager 2

\_\_\_\_\_  
Date