

REQUEST FOR QUOTE

RFX#6100058632

SCOPE OF WORK

PREVENTATIVE MAINTENANCE AND REPAIRS OF GARAGE DOORS

PA DEPARTMENT OF AGRICULTURE, BUREAU OF FARM SHOW COMPLEX AND EXPOSITION CENTER

OVERVIEW

The Contractor shall provide On-Call Repair Service and Scheduled Preventative Maintenance Inspections, Testing and Repairs when required for all garage doors and operating hardware, during the period of this contract located at the Pennsylvania Farm Show Complex. The contract shall provide all labor, materials and equipment necessary to perform the maintenance and repairs of garage doors and operating hardware. These doors operate by electric motors, hand-operated chains, manual or a combination of all three operational methods. Reference to FARM SHOW hereafter shall mean the Commonwealth of Pennsylvania, Farm Show & Complex Expo Center. The Pennsylvania Farm Show Complex is located at 2300 North Cameron Street, Harrisburg, PA 17110.

PREVENTATIVE MAINTENANCE

1. Preventative Maintenance services shall consist of two pre-scheduled inspections per calendar year with the initial inspection and service scheduled every May and December.

Preventative maintenance service shall include the following:

- a. Inspect doors and operating hardware for any needed repair work or replacement of parts and especially for signs of misuse or abuse. Inspection information shall be reported to the Trades Manager prior to proceeding with any repair work or replacement of parts.
- b. Lubricate all rollers, hinges, guides, chains, sprockets, gears, grease fittings, shafts, motors and all other operating hardware that may require lubrication.
- c. Check and tighten all hinges and roller hardware. Replace worn items.
- d. Check cables for wear and fraying, replace cables as necessary. Check tension of cables and all connectors.
- e. Tighten any loose nuts and bolts.
- f. Check track conditions and alignment. Replace track or sections of track as necessary.

Unless otherwise noted, all the above Preventative Maintenance Service Items will be performed during the normal workday which is 7:00 a.m. to 3:30 p.m., Monday through Friday, but excluding all Holidays.

2. The Contractor shall provide a complete written report following each inspection, providing the detailed condition of the equipment and/or components and recommendations for future service that shall be submitted to the Facility Maintenance Manager or his designee prior to leaving the facility.
3. Preventative maintenance parts and materials will be supplied at vendors standard listing pricing.
4. The Contractor's representative or technician shall be fully qualified and certified to perform maintenance and repairs to the contract equipment.
5. Payment will be made for the service call only and not for the number of representatives sent by the company unless prior authorization is obtained from the owner.
6. The Contractor agrees that the Farm Show Trades Manager may assign internal maintenance personnel to observe the work of the Contractor's staff. The Contractor's staff shall explain, if requested, the particular actions employed by the Contract to complete repairs and inspections.

ROUTINE CALL SERVICE/BUSINESS HOUR (NON-EMERGENCY) SERVICE

1. The successful contractor shall provide a 24 hour per day, 7 day per week Call/Non-Emergency Service. All such calls shall be responded to within 0-2 hours and shall provide a Routine Non-Emergency Service Mechanic/Technician on-site within 6 hours.
2. Hourly rate shall be charged at the technician signs into the institution's visitor sign-in log. There shall be no mileage or meal allowance included in this contract.

EMERGENCY SERVICE

1. The successful contractor shall provide a 24-hour per day, 7 day per week Emergency Service. All such calls shall be responded to within 0-1 hours and shall provide an Emergency Service Mechanic/Technician on-site within 4-hours. Emergency is defined as other than normal working hours of the trade. Normal working hours are Monday-Friday, 8:00 a.m.-4:30 p.m. Parts and materials are covered according to the service agreement.
2. Hourly rate shall be charged starting at the time the technician signs into the institution's visitor sign-in log. There shall be no mileage or meal allowance included in this contract.

CONTRACT REQUIREMENTS

1. All scheduled services shall be performed by the Contractor during regular working hours, 7:00 a.m. to 3:30 p.m., Monday through Friday, but excluding holidays, unless deemed an emergency by Farm show Trades Manager or designee.
2. Notification of Farm Show Trades Manager or designee is required a minimum of 24 hours prior to any scheduled maintenance or repair activities at the facility.
3. All material and labor shall be guaranteed for a minimum of 30 days from the completion of the work.
4. It is understood and agreed that the rates proposed for itemized service until will be total and final and that the Commonwealth will not pay any additional sum or sums for the services provided hereunder over and above the contract unit rates.
5. No changes shall be permitted to the provisions of this contract without prior authorization and approval by the Commonwealth.

CONTRACT TERM

1. The contract term will commence upon execution and receipt of purchase order and terminate of June 30, 2024.
2. At the conclusion of the aforementioned period and by mutual consent of both parties, the Contract may be extended for four (4) additional one (1) year renewal options upon the same terms and conditions as stated in the original.
3. Upon renewal and if renewal is acceptable to Farm Show, the Contract shall allow for a regular and emergency labor rate percentage increase. The increase shall not be more than three (3) percent per year and shall be negotiated, by mutual agreement, between the parties.

ESTMIATED QUANTITIES

1. The quantity of services 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 rates.
2. The Contractor will be reimbursed only for services and materials actually accepted by Farm Show.
3. The Department will establish a parts allowance on the resulting purchase order for each fiscal year. Vendor to be reimbursed for actual costs incurred which may be more or less than stated.

Parts allowance is restricted to parts associated with routine maintenance, routine inspection and emergency repairs. Parts allowance only covers existing doors and operating hardware.

4. All other parts the Department will establish a parts allowance on the resulting purchase order for each fiscal year. Vendor to be reimbursed for actual cost incurred which may be more or less than stated.

MANDATORY SITE INSPECTION

1. Prospective bidders shall be required to visit the site of the proposed work to examine carefully the specifications and thoroughly familiarize themselves with the existing conditions and determine preventative maintenance service to garage doors and related operating hardware.
2. Vendors can make arrangement for a site visit by contacting Mike Wilbert, Trades Manager, Pennsylvania Farm Show Complex & Expo Center, 2300 North Cameron Street, Harrisburg, PA 17110, 717-364-0630. **A site visit is required.**
3. Questions regarding technical aspect of this bid should be directed to Jason Morgenstern, Building Supervisor, 717-877-7026 or e-mail jmorgenste@pa.gov. Question regarding the bidding or contracting procedures should be directed to Clara Roy-Brown, Purchasing Specialist at 717-705-9503 or e-mail croy@pa.gov

CONTRACTOR REFERENCES

1. After the bid opening and prior to awarding of the contract, the Department has the right to request references (name, addresses, and telephone numbers) of similar work performed in the previous two years as proof of qualifications to perform the work involved in this contract.

INSURANCE REQUIREMENTS

1. The Contractor shall purchase and maintain, at its own expense, the following types of insurance issued by companies acceptable to the Commonwealth:
2. Workers Compensation Insurance sufficient to cover all of the employees of Contractor working to fulfill this contract.
3. 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 shall not be less than \$500,000 for injury to or death of persons per occurrence. The amount of property damage insurance shall not be less than \$300,000 per occurrence.

WORKER PROTECTION AND INVESTMENT

1. 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.

VERIFICATION REPORTS

1. The Contractor shall prepare a written report following each scheduled visit before departing the premises. The report shall include information as to what maintenance was completed and the arrival and departure times to account for the labor hours to complete the work. The report shall be submitted to the Trades Manager or his designee prior to departure.

PAYMENT TERMS

1. Payment shall be made on a reimbursement basis for actual services performed.
2. Invoices for this contract must be sent to the following address: Commonwealth of PA – PO Invoice P.O. Box 69180 Harrisburg, PA 17106.
3. All invoices must include the Purchase Order Number and Contractor's SAP Vendor Number on the invoice. Failure to provide could result in delay of payment.
4. Invoice total and format must be in accordance with bid and purchase order format.

DUE

All responses to this RFQ are due by Monday, May 22, 2023 at 10:00 AM EST.