

STATEMENT OF WORK

ROOFING SYSTEMS MAINTENANCE OF STOCKPILE BUILDINGS FOR ALL YORK COUNTY PENNDOT LOCATIONS.

CONTACT PERSON:

Sean Smoker
1920 Susquehanna Trail N
York, PA 17404
717-718-6983

CONTRACTOR MAY VISIT SITE (UP TO 12 LOCATIONS) BEFORE BIDDING TO BECOME FAMILIAR WITH TYPES OF FACILITIES TO BE MAINTAINED.

Tours can be scheduled Monday-Friday (7am-3pm) by calling Sean Smoker at 717-718-6983 or 717-848-6230.

This statement of work shall provide for the Maintenance / Inspections / Repairs of roofing systems for all York County PennDOT locations, by way of replacement or repair of existing parts as deemed beneficial to the Commonwealth as determined by the Department Representative. The replacement materials must be new, of the same exact component or a new upgraded component. All repairs must be authorized by the Department Contract Administrator or Facilities Manager.

GENERAL SPECIFICATIONS:

1. All preventative maintenance and inspection work will be performed between the hours of 7:00am and 3:00pm daily, except Saturday, Sunday, and Holidays. The Facilities Manager or Contract Administrator may authorize work on Saturday and Sunday, only as necessary. No work shall be scheduled to occur on the following holidays unless written permission to do so is provided by the Facilities Manager or Contract Administrator:
 - a. New Year's Day
 - b. Dr. Martin Luther King Jr Day
 - c. President's Day
 - d. Memorial Day
 - e. Juneteenth
 - f. Independence Day
 - g. Labor Day
 - h. Columbus Day
 - i. Veteran's Day
 - j. Thanksgiving Day
 - k. Day after Thanksgiving Day
 - l. Christmas Day

Contractor shall be available for call-out on a 24-hour basis.

Contractor shall provide names and telephone numbers for individual(s) in the company who may be contacted should an emergency occur.

2. Call out for non-emergency repairs shall be scheduled within three (3) work days of initial notification.
3. Emergency is defined as:
 - The event of a natural disaster or fire – when the building would need to be stabilized or made safe to work around.

Emergency service work performed between the hours of 7:00am and 3:00pm daily, except Saturday, Sunday, and Holidays, receive the same labor rate. Emergency service performed at hours other than those above will be billed at an overtime rate.

Department will state during the request notification if the call-out is an emergency.

Contractor must be able to respond and perform emergency repairs 365 days a year, 24 hours a day. The contractor is responsible to have a technician on site within one (1) hour of the initial emergency call-out request. Emergency repairs may occur on a limited basis after 3:00pm until 7:00am weekdays and weekends from Friday at 3:00pm until Monday at 7:00am and State Recognized Holidays.

4. Initial contract period 07/01/2023 to 06/30/2024 shall be twelve (12) months with two (2) optional one (1) year renewals. Each renewal will be mutually agreed upon by the Contractor and the Commonwealth.
5. Contractor business location must be no more than 60 miles from any stockpile location in York County, see Appendix B, to be eligible for this maintenance contract.
6. Access to the stockpile will include accompaniment by a Department employee, unless otherwise authorized by the PennDOT Facilities Manager.
7. Length of time to complete project after given notice to proceed with repairs should not exceed 60 calendar days.
8. Contractors bidding on this contract are required to have a minimum of five (5) years of roofing experience and be accustomed to maintenance all roofing systems.

Contractor is required to provide documentation justifying their roofing experience meets the above requirements.

Contractor must furnish a copy of their current insurance certificate upon award of bid.

9. Bid prices shall include all travel, labor, equipment, overhead, and profit. Time starts upon arrival at the jobsite and ends when leaving the jobsite. Award shall be based on the total low bid for all line items.

All quantities are estimated and may not reflect actual quantities.

10. Contractor shall furnish the personnel and equipment of the type, condition, and quantity necessary for the proper and productive execution of the contracted work.

Contractor shall be responsible for the disposal of items/materials removed to an approved site unless otherwise indicated to be retained by the Facilities Manager.

11. Contractor shall maintain all equipment in good condition, subject to acceptance by PennDOT, prior to and during use in connection with this contract.

12. Contractor shall provide all lubricants, fuel, fluids, and antifreeze for equipment. Contractor shall ensure that all equipment and operators are in conformance with applicable PA Motor Vehicle Laws and Federal regulations

13. The authorized Department Representative calling for service must provide their name, title, and phone number. This information must appear on the service call work order. The work order is to be completed with a description of work and services needed along with a cost estimate for repairs. The work orders are to be signed by the Department Representative and the Contractor's Service Technician. A copy is to be given to the Department. Contractor must provide an estimate for repair cost including materials and labor before approvals will be given to proceed with repair.

14. This contract provides for a Technician Helper to assist the Technician when necessary.

Technician MUST receive PRE-AUTHORIZATION from the Facilities Manager, Sean Smoker, to utilize the Technician Helper if needed.

15. All labor and materials used at this facility will be documented on a Confirmation of Service Form (OS-501). This form will be signed by the contractor's representative and faxed to the Department Contract Administrator following completion of work assignment. Supporting documentation for materials used will be attached to the OS-501 and the invoice. This form shall serve as backup documentation for payment. Invoices shall be submitted to the Comptroller's Office listed on the Purchase Order within 30 calendar days from the date of service. Untimely or incomplete submissions of the invoice, OS-501, and any required supporting documentation may delay processing of payment.

16. Two (2) instances of failure to respond within the timed constraints, unless otherwise permitted in writing by the Department Contract Administrator, can constitute a violation of the contract which gives the Department, at its discretion, the right to cancel the contract and retain services from the next lowest bidder and surcharge the low bidding contractor for cost differences incurred during current contract term.
17. The Contractor shall repair or replace any of PennDOT's property, real or physical, or private property damaged during the performance of their duties at no additional cost to PennDOT.

SCOPE OF WORK FOR REPAIRS AND ROUTINE MAINTENANCE OF FACILITIES:

ALL QUANTITIES ARE ESTIMATED.

The Contractor shall provide preventative maintenance, testing and/or inspections services to roofing systems managed by the Department. Any repair service performed must be as a direct result of and be required to complete the specific preventative maintenance and or inspection activities. All repairs shall be performed in accordance with the OEM specifications. All work shall be performed in accordance with National Roofing Contractors Association Codes and Standards and with all State and Local laws, codes, and ordinances which relate to the work.

All work shall be performed in a safe and orderly manner with minimum interference to persons using the facility. The contractor shall be aware of the latest safety regulations when entering confined areas. When working in such areas, all precautions shall be taken as required by these regulations. The Contractor shall comply with all local, state, and federal laws and with OSHA safety requirements.

Time starts upon arrival at the job site and ends when leaving the job site.

Contractor must pay any sub-contractor for services requested by the Contractor.

1. Repairs

The Contractor shall make repairs as needed to the roofing system that will maintain the systems watertight integrity and warranty the work performed for 180 days from last date of service of project. Some repairs may be made under warranty from manufacturer, some will be made through the use of this contract.

Contractor shall be available for emergency calls on a 24-hour basis.

The contractor is responsible to have a technician on site within one (1) hour of the initial emergency call-out request

Technician Specifics:

- Roofing Technician Must be qualified to perform roofing maintenance services. All work shall be performed in accordance with National Roofing Contractors Association Codes and Standards and with all State and Local laws, codes, and ordinances which relate to the work.
- Technician may use camera technology to check for wet insulation when looking for source of the system failure. Any fees for this service should be included in the bid price.
- Technician may be provided photos or a drawing indicating suspected source of failure by the Facilities Manager or designated representative.

2. Stockpile Inspections

Perform two (2) scheduled roof system inspections per year for all buildings at each York County PennDOT stockpile. The inspections should be 6 months apart with the first inspection scheduled in April, the second in October. Each inspection must be scheduled prior to Contractor arriving at the site. Additional inspection may be requested after each major storm occurrence, up to six (6) additional inspections – see Emergency Inspections.

Complete the attached Inspection Report Form, Appendix C, for each stockpile inspection. Report in writing any and all deficiencies, malfunctions, unsafe conditions, and repairs required on the Inspection Report Form. Submit those reports to the Facilities Manager or Contract Administrator.

Stockpile Inspection Specifics:

- Roof System
 - Ensure proper operation overall
- Roof Surface
 - Remove all debris including but not limited to sand, dirt, leaves, etc.
- Roof Vent (if applicable)
 - Inspect for leaks and condition
- Eaves / Soffit
 - Check for condition
- Drain Areas (Flat Roof Systems)
 - Confirm drains are clear of debris and functioning correctly
- Rain Gutter / Down Spouting
 - Check condition and ensure proper operation
- Framing Structure
 - Ensure no damaged or rotted beams/ trusses/ rafters
- Bird Netting (Material Buildings)
 - Ensure intact and in good condition

***AWARDED CONTRACTOR MUST CONTACT SEAN SMOKER AT 717-718-6983 OR CONTRACT ADMINISTRATOR BEFORE EACH SCHEDULED INSPECTION TO INSURE ACCESS TO STOCKPILE.**

3. Emergency Inspections:

Contractor shall be available for emergency calls on a 24-hour basis.

The contractor is responsible to have a technician on site within one (1) hour of the initial emergency call-out request

Complete the attached Inspection Report Form, Appendix C, for each emergency inspection. Report in writing any and all deficiencies, malfunctions, unsafe conditions, and repairs required on the Inspection Report Form. Submit those reports to the Facilities Manager or Contract Administrator.

Emergency Inspection Specifics:

- Roof System
 - Ensure proper operation overall
- Roof Surface
 - Remove all debris including but not limited to sand, dirt, leaves, etc.
- Roof Vent (if applicable)
 - Inspect for leaks and condition
- Eaves / Soffit
 - Check for condition
- Drain Areas (Flat Roof Systems)
 - Confirm drains are clear of debris and functioning correctly
- Rain Gutter / Down Spouting
 - Check condition and ensure proper operation
- Framing Structure
 - Ensure no damaged or rotted beams/ trusses/ rafters
- Bird Netting (Material Buildings)
 - Ensure intact and in good condition

***AWARDED CONTRACTOR MUST CONTACT SEAN SMOKER AT 717-718-6983 OR CONTRACT ADMINISTRATOR BEFORE EACH SCHEDULED INSPECTION TO INSURE ACCESS TO STOCKPILE.**

APPENDIX A – SPECIFICATIONS

PennDOT's Strategic Environmental Management Program (SEMP) Requirements:

The contractor must comply with PennDOT's Strategic Environmental Management Program (SEMP) Requirements. The requirements of this program can be found on PennDOT's website at www.pa.gov

SEMP is an environmental management system that ensures PennDOT employees and business partners continue appropriate environmental stewardship in everyday maintenance practices. Three areas of focus include Winter Services, Stockpile and Garage Management, and Maintenance Operations. SEMP establishes best management practices within maintenance to make certain PennDOT follows the key principles of the Green Plan Policy, protects the environment, conserves resources, and complies with environmental laws and regulations.

This work consists of repair and maintenance of facility and material storage buildings. Prior to performing work, submit estimate resulting from inspections of buildings. Do not complete work until estimate is approved and notification is given by the Department Contract Administrator or Facilities Manager.

Materials & Construction

All work performed by skilled craftsman in a professional manner is warranted for a period of one (1) year from completion of work and acceptance of work by the Department.

All hand tools (hammers, screw drivers, drills, drill bits, saws, saw blades, chisels, etc), fastening devices (nails, staples, screws, adhesives, etc.), safety equipment (gloves, goggles, safety glasses, hardhats, etc), ladders, and scaffolding are considered incidental to the work performed. The Department will not provide any of these tools.

Contractor is responsible for arranging rental tools and/or equipment needed to perform the repair or maintenance. Equipment rental cost must be included in the estimate in the same units as indicated on the purchase order.

APPENDIX B – LOCATIONS

Stockpile #01

1920 Susquehanna Trail – North
York, PA 17404
(Manchester Township)

Stockpile #08

3441 Blue Hill Rd
Hanover, PA 17331
(Manheim Township)

Stockpile #02

5900 Route 30 East
York, PA 17406
(Hellam Township)

Stockpile #10

4321 Fox Run Road
Dover, PA 17315
(Dover Township)

Stockpile #03

2230 North George St
York, PA 17402
(Manchester Township)

Stockpile #12

985 Bacon Road
Felton, PA 17322
(Chanceford Township)

Stockpile #05

6971 Lincoln Highway
Thomasville, PA 17364
(Paradise Township)

Stockpile #16

250 Alum Rock Road
New Park, PA 17352
(Fawn Township)

Stockpile #06

19 Glenwood Road
Dillsburg, PA 17019
(Franklin Township)

Stockpile #17

131 Snodgrass Road
Airville, PA 17302
(Lower Chanceford Township)

Stockpile #07

988 E. Forrest Avenue
New Freedom, PA 17349
(Shrewsbury Township)

Stockpile #25

1500 Old Trail Road
Etters, PA 17319
(Newberry Township)

York County PennDOT Stockpile Inspection Report Form

Service Location: _____ **Date:** _____

	Condition	Preventative Recommendation	Comments or Repair Needed
Roofing System Ensure proper operation			
Roof Surface Remove all debris including but not limited to sand, dirt, leaves, etc.			
Roof Vent (if applicable) Inspect for leaks			
Eaves / Soffit Check condition			
Drain Areas (Flat Roof Systems) Confirm drains are clear of debris.			
Rain Gutter / Down Spouting Check condition, ensure proper operation			
Framing Structure Ensure no damaged beams / rafters / trusses			
Bird Netting (Material Buildings) Ensure they are intact (in material buildings)			

Roofing Technician: _____

(name of technician who performed the inspection)

Photos or supporting documentation attached? YES NO