

DHS/ Polk Center

## **Statement of Work**

IFB 6100064822 Annual Emissions Testing

### **I. Objective**

The Commonwealth of Pennsylvania (“Commonwealth”), Department of Human Services (“DHS”) is seeking a contractor to provide annual emissions testing services for Polk Center (“Facility”), located at 100 Lakewood Circle, Polk, Pennsylvania 16342.

### **II. Background**

DHS is seeking a contractor to provide annual emissions testing, as outlined in Section IV - Scope of Work, to maintain compliance with Commonwealth of Pennsylvania, Department of Environmental Protection (“DEP”) requirements.

### **III. Term of Service**

The term of this service will commence upon issuance of a purchase order to the selected contractor and will expire after one year, unless it is terminated earlier pursuant to the terms of the purchase order.

The parties may agree to renew the purchase order for up to four additional one-year renewal periods upon the same terms and conditions. At the time of each renewal the Department and Contractor may negotiate the unit price, not to exceed a maximum of 5% over the unit price in effect at the time of each renewal term. The term of this Project may be further extended by the Commonwealth for up to three months upon the same terms and conditions where a continued need exists for the services of the selected contractor and there has been no termination under the terms of the purchase order.

### **IV. Scope of Work**

1. The selected contractor shall submit a test protocol to DEP at least 90 days in advance of the emissions testing.
2. The selected contractor shall submit an electronic draft test plan to DHS and the Facility for review within five business days following the receipt of a purchase order or other notice to proceed.

3. The selected contractor shall submit an electronic copy of the final test plan to DHS and the Facility to be submitted to the regulatory agency.
4. The selected contractor shall perform emissions testing following procedures for the sampling and testing in accordance with the provisions of Title 25, Chapter 139 of the Pennsylvania Code. A copy of this chapter can be found in the attachments of this IFB.
5. The selected contractor shall submit an electronic draft report within two weeks following the completion of onsite testing, or, if sample analyses are required, within two business days following the receipt of laboratory results. The selected contractor shall include the following in the final test report:
  - A. *Introduction* – Brief discussion of project scope of work and activities.
  - B. *Results and Discussion* – A summary of test results and process or control system operational data with comparison to regulatory requirements or vendor guarantees along with a description of process conditions, testing deviations, or both, that may have affected the testing results.
  - C. *Methodology* – A description of the sampling and analytical methodologies.
  - D. *Sample Calculations* – Example calculations for each target parameter.
  - E. *Field Data* – Copies of actual handwritten or electronic field data sheets.
  - F. *Laboratory Data* – Copy of laboratory reports and chains of custody.
  - G. *Quality Control Data* – Copies of all instrument calibration data, calibration gas certificates, or both.
  - H. *Process Operating/Control System Data* – Process operating, control system. Continuous Emissions Monitoring System (“CEMS”) data (as provided by DHS and the Facility), or all, to support the test results.

## V. Specific Requirements

1. **Mandatory Site Visit.** Contractors must complete a site visit and include the signed Proof of Site Visit form with their bid submission. The site visit may be arranged by contacting Mr. Heathcliff Kalac at 814-432-0221 or Mr. Dana Kellogg at 814-432-0474.
2. **Required Experience.** The selected contractor shall conduct the sampling and testing under the direct supervision of persons qualified, by training and experience, to conduct the sampling and testing.

## **VI. Bid Requirements**

Contractors' electronic submission must include the following as attachments. Failure to submit these items when they are needed may result in the rejection of the Contractor's submission.

1. Proof of Visit.
2. Liability Insurance;
3. Workers Protection and Investment Certification; and
4. Proof of Accreditation as an Air Emission Testing Body ("AETB").

## **VII. Questions and Answers**

All questions regarding the IFB must be submitted via the [RA-pwbidquestions@pa.gov](mailto:RA-pwbidquestions@pa.gov) email address. All questions must be received by 2/23/2026, 10:00 AM. Include the IFB bid number in the subject of the email.

All questions and answers are considered an addendum to the IFB. Answers will be post by 02/25/2026.

## **VIII. Contract Award**

Award will be made based on lowest responsible and responsive bidder.

## **IX. Estimated Quantities**

The quantities are estimated only and may increase or decrease dependent upon the needs of the Facility.

## **X. Contact Information**

Heathcliff Kalac  
100 Lakewood Circle  
Polk, PA 16342  
814 432-0221

## **XI. Confirmation of Service**

A Service Receipt will be used to verify that work has been completed.

A Service Receipt should be sent to:

DHS – Polk Center  
Attn: Accounting Dept.  
100 Lakewood Circle  
Polk, PA 16342

**XII. Payment Provisions:**

The selected Contractor will be reimbursed only for commodities/services performed and accepted by the Commonwealth of Pennsylvania.

Failure to submit invoices in compliance with the following instructions will result in the invoices being returned to the contractor and will substantially delay processing of payments. The contractor shall be paid upon satisfactory delivery/completion of work performed and submission of an invoice on the contractor's letterhead.

The invoice should contain at minimum the information listed on the sample invoice – ***Supplier Sample Invoice*** can be found at:  
<http://www.dgsweb.state.pa.us/comod/CurrentForms/SampleSupplierInvoice.doc>