

**Environmental Testing Services**  
**IFB 6100060864**  
**Attachment 2 – Statement of Work**

**I. SMALL BUSINESS NOTIFICATION**

ONLY CERTIFIED SMALL BUSINESS ARE ELIGIBLE FOR AWARD. The Department of Corrections has designated this contract as a Small Business Procurement to provide DGS-certified small businesses with opportunities to compete against other DGS-certified small businesses for Commonwealth agency and DGS statewide contracts. Only certificated small businesses are eligible to submit a bid and receive an award. The small business requirements and certification process can be found on the following site: [www.smallbusiness.pa.gov](http://www.smallbusiness.pa.gov). The Small Business Certification will be provided after the self-certification process on the SBPI site: [www.smallbusiness.pa.gov](http://www.smallbusiness.pa.gov). A valid Department of General Services (DGS) Small Business certificate will be required as part of the bid in order to be deemed a responsive bidder. Any business without a valid certificate on the bid due date and time may be rejected as non-responsive. This contract will be monitored for compliance by the Bureau of Diversity, Inclusion and Small Business Opportunities (BDISBO).

**II. SCOPE OF WORK**

The Commonwealth of Pennsylvania, Department of Corrections (DOC) is soliciting bids to provide environmental testing to include, but is not limited to, asbestos/lead containing materials, chemical and environment soil/air sampling, and dielectric quality testing for electrical equipment, as specified in section IV. Contractor must be able to provide monitoring services for all of the Department's Correctional Facilities, Training Academy, Boot Camp, Community Corrections sites, and Probation and Parole offices. Other locations may be added during the contract period as additional sites are acquired by the DOC.

Locations can be found at the following:

State Correctional Institutions:

<https://www.cor.pa.gov/Facilities/Pages/default.aspx>

Community Corrections Centers & Probation and Parole Offices:

[https://www.cor.pa.gov/community-reentry/BCC\\_Operations/Pages/Maps.aspx](https://www.cor.pa.gov/community-reentry/BCC_Operations/Pages/Maps.aspx)

**III. ISSUING OFFICER**

Questions regarding the bidding or contracting procedures should be directed towards Steven Buzzard at [sbuzzard@pa.gov](mailto:sbuzzard@pa.gov).

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**IV. SERVICES TO BE PROVIDED**

The contractor shall provide environmental testing to include, but is not limited to, asbestos/lead containing materials, chemical and environment soil/air sampling, and dielectric quality testing and monitoring services included but not limited to (gloves, hot sticks, mats, radiological monitoring, i.e. x-ray, etc.), chemical, mold and mildew testing, waterborne pathogens testing, and environmental soil/air and monitoring services as requested by the DOC at any of the DOC's designated sites.

Upon contract award, the successful contractor shall provide complete listing of all possible analytical services that they can provide along with the current standard rates for each. The DOC reserves the right to add these additional services to the contract at the current standard rate.

The contractor shall provide advice and consultation to the DOC concerning analytical results and shall provide expert witness testimony in proceedings related to analytical activity if required.

The contractor shall provide a consolidated computerized invoice for each requested service call. Each invoice shall include an itemized account of the personnel hours and total costs, the number and type of each analytical service performed, and any other expenses as identified on **Attachment 3 – Cost Sheet**.

The contractor shall maintain sample integrity, ensuring that the sample is handled properly, and processed as soon as possible to ensure accurate results.

Awarded bidder must respond to customer requests within two (2) business days.

Awarded Contractor shall provide a quarterly report in EXCEL format which includes the following information:

- a. Description of test ordered
- b. Unit cost of test
- c. Quantity of each test ordered
- d. Date: Month/Year
- e. Name of SCI

The contractor shall provide any other reports as requested by the DOC.

**V. CONTRACTOR REQUIREMENTS**

**1. Certification:**

- a. The contractor shall be certified to perform the requested analytical services in all cases.

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- b. The contractor shall provide a portfolio of their certifications to the DOC with the response to this bid proposal.
- 2. **Subcontractors:** Subcontractors must meet the requirements (certifications) of the prime contractor. Subcontractors must be approved by the DOC prior to the start of any services.
- 3. **Contacts:** The contractor shall provide contact information for the following
  - a. **Primary Contact:** Managing Party of Contract
  - b. **Customer Service:** Scheduling/Ordering
  - c. **Billing/Invoicing:** Payment related issues

**VI. CONTRACT TERMS**

The term of the Contract shall commence on the Effective Date (as defined below) and shall end on the Expiration Date identified on the Contract, subject to other provisions of the Contract. The Contract may be renewed for four (4) additional one-year terms by mutual agreement between the Department of Corrections and the Contractor. Price increase may be negotiated at the time of renewal with supporting justification.

The Effective Date shall be: a) the Effective Date printed on the Contract after the Contract has been fully executed by the Contractor and the Commonwealth (signed and approved as required by Commonwealth contracting procedures) or b) the “Valid from” date printed on the contract, whichever is later.

**VII. BID AWARD**

The contract award shall be based on low cost, per the attached cost sheet, **Attachment 3 – Cost Sheet.**

Pricing must be submitted for all services. However, for evaluation purposes and bid award only the following services will be used when determining the low cost award: Certified Industrial Hygienist, Industrial Hygienist, Clerical, Legionella-Water, Rubber Gloves-High Voltage, Dosimeter Badge w/Analysis, Sample Shuttle, Covid-Wastewater, Covid-Wastewater Delta Variant Testing, and Covid-Wastewater Variant Testing.

Each service category has been listed on **Attachment 3 – Cost Sheet.** The contractor shall provide a cost for each unit listed. The “Cost Per Analysis” price in each of the Analytical Services sections shall include all contractor costs for supplies, forms, v and travel. Travel expenses should be in accordance with Management Directive 230.10. No additional fees can be charged for these services. The DOC reserves the right to add

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additional services, and remove unused services as deemed necessary throughout the life of the contract. Awarded Bidder must respond to request for quotes for additional testing within one (1) business week.

Bidders must complete contact information tab on **Attachment 3 – Cost Sheet**. It is the responsibility of the awarded bidder to notify the PA DOC Contracting Officer of any changes to contact information tab after award and during contract administration.

It shall be understood and agreed that any quantities listed in the solicitation are estimated only and may be increased or decreased in accordance with the actual requirements of the Department of Corrections.

Unless otherwise indicated, the unit price must include all labor, materials, equipment, tools, insurance, delivery fees and all items necessary for the completion of the project. In cases of discrepancies in prices, the unit price will be binding unless the unit price is obviously in error and the extended price is obviously correct, in which case the erroneous unit price will be corrected.

Please note the list of analytical services is not all inclusive. Upon contract award, the successful contractor shall provide a complete listing of all possible analytical services that they can provide along with the current standard rates for each service.

**VIII. BID RESULTS**

Bids will be opened on the date and time specified in the invitation for bid. Bid tabulations will be posted as soon as possible, 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 or execution of a contract. The results of the apparent bidders and all bids are under review until final award of the purchase order.

**IX. PAYMENT PROVISIONS**

**Invoicing** - The Awarded Contractor will be reimbursed for materials and services provided as outline in the statement of work. Invoices can be emailed to [69180@pa.gov](mailto:69180@pa.gov). If not familiar with the commonwealth's E-Invoicing Program, please visit our [E-Invoicing Program](#) page for details and requirements.

**P- Card Payments** – Contractor must accept p-card as a form of payment for invoices less than \$10,000. Contractor cannot charge a credit card fee or include additional surcharges.