

STATEMENT OF WORK

Replacement of Equipment Storage Building Roof with Metal Roofing System

**Region 1 Maintenance Garage
Sizerville State Park
Cameron County**

I. SCOPE OF WORK:

This contract will cover the requirements of the Department of Conservation and Natural Resources, State Park Region 1, for a contractor to furnish and apply a metal roof system to the Park Region 1 equipment storage building located at Sizerville State Park.

Technical questions should be directed to Mike Nelson (Park Maintenance Supervisor) at 814-486-3112 or cell at 814-594-1840 or by email to michaelnel@pa.gov or Alan Lichtenwalner (Regional Manager) at 814-486-3365 or cell at 814-594-6980 or by email to alichtenwa@pa.gov. Questions regarding the bidding or contracting procedure should be directed to Carol Durham at 717-783-3309 or by email at cdurham@pa.gov.

II. CONTRACT TASKS:

This work will include removal or repair of deteriorated portions of the existing roof and subsequent installation of a metal roofing system, to include all necessary sheathing, underlayment, ventilation, aluminum fascia and soffits, and snow/ice guards on the existing roof, measuring approximately 3,600 square feet. The awarded contractor will be responsible for the following tasks, per current UCC building codes:

- Removal/replacement and/or repair of current deteriorated portions of the roof structure and roofing in preparation for installation of the new metal roofing material.
- Installation of approximately 3,600 square feet of metal roofing. Metal roofing shall be 29 gauge, as manufactured by MAC Metal Roofing & Siding (product name - MAC Rib), or approved equal, bearing a minimum 45 year warranty. The color shall be chosen from the manufacturer's color chart after project awarded and prior to project work starting.
- Installation of approximately 104 linear feet of ridge vent.
- Enclosure of the open gables where roof sections meet using sheathing and flashing.
- Installation of continuous aluminum vented soffit, on all roof overhangs, approximately 300 linear feet. Color to be selected by the Department from manufacturer's color chart after project awarded and prior to project work starting.
- Installation of aluminum fascia to cover all existing and new wood fascia, approximately 300 linear feet. Color to be selected by the Department from manufacturer's color chart after project awarded and prior to project work starting.
- Installation of snow/ice guards along the new metal roofing per manufacturer specifications.

- Ensure work site is maintained in a safe and clean manner and provide proper clean up and removal of all construction materials when work is complete.

III. CONTRACT RESPONSIBILITY:

The contractor shall be responsible for all work and materials specified and required to properly repair and prepare the existing roof to accept the new metal roofing, installation of the new metal roofing system, soffits and fascia, ventilation, snow and ice guards, and proper clean up at the Region 1 equipment storage building located at Sizerville State Park.

Roofing material color shall be chosen from the manufacturer's color chart upon award and prior to the start of any project work being performed. Park Maintenance Supervisor Mike Nelson shall be notified at least 48 hours in advance of date to begin work at 814-486-3112 or by cell at 814-594-1840.

IV. CONTRACTOR REFERENCES:

After the bid opening and prior to awarding the contract, the Department has the right to request references (name, addresses and telephone numbers) of similar work performed in the previous two (2) years as proof of qualification to perform the work outlined in this contract. Similar work is defined as removal and replacement of deteriorated existing roofing structure and installation of a metal roof system (as manufactured by MAC Metal Roofing & Siding (or approved equal), ridge vent, soffit/fascia, and snow and ice guards.

References are an optional tool available to the Department to help determine bidder capabilities. If any of these references are requested and the bidder cannot supply the necessary documentation and proof of compliance, the Department reserves the right to reject the bidder. The decision to both request references or reject bidders based on inadequate reference will be made solely at the discretion of the Department.

V. INSURANCE REQUIREMENTS:

The Contractor is required to have in place during the term of the Contract and any renewals or extensions thereof, the following types of insurance, issued by companies acceptable to the Commonwealth and authorized to conduct such business under the laws of the Commonwealth of Pennsylvania:

- A. **Worker's Compensation Insurance** for all of the Contractor's employees and those of any subcontractor, engaged in work at the site of the project as required by law.
- B. **Public Liability and Property Damage Insurance** to protect the Commonwealth, the Contractor, and any and all subcontractors from claims for damages for personal injury (including bodily injury), sickness or disease, accidental death and damage to property including the loss of use resulting from any property damage, which may arise from the activities performed under the Contract or the failure to perform under the Contract, whether such performance or non-performance be by the Contractor, by any subcontractor, or by anyone directly or indirectly employed by either. The minimum amounts of coverage shall be \$250,000 per person and \$1,000,000 per occurrence for bodily injury, including death, and \$250,000 per person and \$1,000,000 per occurrence for property damage. Such policies shall be occurrence rather than claims-made policies and shall not contain any

endorsements or any other form designated to limit and restrict any action by the Commonwealth, as an additional insured, against the insurance coverage in regard to work performed for the Commonwealth.

Prior to commencement of the work under the Contract and at each insurance renewal date during the term of the Contract, the Contractor shall provide the Commonwealth with current certificates of insurance. These certificates or policies shall name the Commonwealth as an additional insured and shall contain a provision that the coverage's afforded under the policies will not be cancelled or changed until at least thirty (30) days written notice has been given to the Commonwealth.

The Commonwealth shall be under no obligation to obtain such certificates from the Contractor(s). Failure by the Commonwealth to obtain the certificates shall not be deemed a waiver of the Contractor's obligation to obtain and furnish certificates. The Commonwealth shall have the right to inspect the original insurance policies.

A copy of the insurance certificates can be mailed to DCNR, Bureau of Administrative Services, Attn: Carol Durham, PO Box 8769, Harrisburg, PA 17105-8769 and/or it can be emailed to cdurham@pa.gov.

VI. SITE VISIT:

A visit to the site so that the contractor can obtain accurate measurements and acquaint him/herself with the work to be done is strongly recommended. To arrange a visit contact Mike Nelson, Monday through Friday, between the hours of 8:00 am and 4:00 pm at 814-486-3112 or by cell at 814-594-1840.

VII. CONTRACT TERM:

The contract shall commence upon execution and receipt of purchase order and Notice to Proceed letter and terminate September 30, 2021.

VIII. BID AWARD:

The bidder shall complete and return the following for award of the bid:

- A. The electronic Invitation for Bid to be found at www.pasupplierportal.state.pa.us
- B. A properly executed Reciprocal Limitations Act form that lists the state of manufacture for any supplies procured.

The unit price shall include all labor, materials, equipment, tools, insurance, and all items necessary for completion of the project.

Bid will be awarded based on the lowest total sum of the bid.

The contract quantities herein are estimated only and may increase or decrease depending on the needs of the Department. The Contractor shall be paid at the unit price bid for actual work performed.

The Department will only accept out to two (2) decimal points when entering your pricing.

IX. PAYMENT TERMS:

Payments shall be made upon satisfactory completion of project for actual services performed.

X. INVOICES:

Invoice format shall be in accordance with the IFB – Invitation for Bid.

All invoices for this contract MUST either be:

A. Emailed to the following for a Paperless Email Invoice Option:

Email a copy of the correctly executed invoice to: 69180@pa.gov.

For information on the Commonwealth's E-Invoicing Program, visit:
<http://www.budget.pa.gov/Programs/Pages/E-Invoicing.aspx>.

B. Or mailed to the following address:

Commonwealth of PA – PO Invoice
PO Box 69180
Harrisburg PA 17106

All invoices MUST have the purchase order number, as well as your SAP Vendor Number on the invoice. The name and address listed on the purchase order must also be listed on each invoice. Failure to provide this information may result in a delay of payment.

Please Note: Vendors are reminded to **NOT** include employer identification numbers, Social Security Numbers, bank account information, or other personally identifiable information on their invoices. That information is uniquely tied to your SAP Vendor Number and, for security purposes, should not be explicitly stated on an invoice.

XI. RECEIPT AND OPENING OF BIDS:

Bids must be submitted via the PA Supplier Portal, to be found at www.pasupplierportal.state.pa.us. Emailed, faxed and mailed bids will not be accepted.

No responsibility will be attached to any employee of the Department for the premature opening of, or the failure to open, a bid not properly addressed and identified, or for any reason whatsoever.

XII. BID RESULTS:

Bidder can obtain bid results by accessing www.emarketplace.state.pa.us/bidtabs.aspx. The bid results will be posted as soon as practicable. The results are the apparent bidders and all bids are under review until final award of the purchase order.