

STATEMENT OF WORK
Janitorial Services
District Office

Department of Conservation and Natural Resources
Bureau of Forestry
Bald Eagle State Forest, District 07
Union County

I. SCOPE OF WORK

The Commonwealth of Pennsylvania, Department of Conservation and Natural Resources, Bureau of Forestry, Bald Eagle State Forest requires janitorial services for the cleaning of the District Office located at 18865 Old Turnpike Road, Millmont, PA 17845.

Questions regarding the technical aspects should be directed to Matthew Beaver or Angie Walter at 570.922.3344 or mbeaver@pa.gov or angwalter@pa.gov. Questions regarding the bidding or contracting Procedures should be directed to Jody Russell at 717.783.2566 or jorussell@pa.gov.

II. CONTRACTOR QUALIFICATIONS

- A.** This invitation for bid (IFB) is reserved for the Small Business Procurement Initiative as designated in Executive Order 211-09 dated November 21, 2011. Only Self Certified Small Businesses which have been certified by the Department of General Services prior to the bid opening date and time may submit a response to this IFB.

Your self-certification form from the Department of General Services must be submitted along with your IFB response. Failure to produce a valid Self Certified Small Business certificate shall render your submission non-responsive.

For more information on the Department of General Services Small Business Self Certification process please visit: [Small Business Program](#).

- B.** 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, proposal, or quote. Failure to submit a completed Worker Protection and Investment Certification Form may render your submission non-responsive.

III. DISTRICT OFFICE BUILDING

The District Office Building consists of twelve (12) offices including the large front desk/clerical area, the Forest Technician area in the rear, library, and three (3) restrooms on the main floor. There is one (1) kitchen/break room, one (1) kitchen/conference room, and three (3) restrooms on the lower floor, totaling approximately 10,240 sq. ft.

All work will be done when office is normally closed - evenings, weekends, or holidays.

No work may begin prior to 4:00 p.m. on weekdays unless specifically requested by District Forester.

IV. CONTRACT TASKS

The Bureau will provide vacuum cleaner, brooms, mops, pails, paper towels, toilet paper, trash bags, trash can liners, hand soap for restrooms, and all required janitorial supplies including, but not limited to, detergents, window cleaner, furniture polish, deodorizers, and dust cloths. *It will be the Contractor's responsibility to advise the Department when supplies are being depleted and need to be reordered.*

Contractor *must* submit requests for cleaning tools, materials, and supplies to be furnished by the agency at least thirty (30) days in advance.

Contractor will be responsible for ensuring that the designated doors are locked, all lights are turned off, and the security alarm is armed prior to leaving the premises.

The following tasks will be completed in performance of the Contract:

A. Weekly - Midweek Cleanings (Wednesday):

- 1. Clean offices, conference room, library, kitchens, and corridors (both 1st and 2nd floors) as follows:**
 - Vacuum/dry mop floors
 - Clean glass surfaces
- 2. Empty all waste cans, placing disposed material in garbage bags supplied by the Bureau:**
 - Clean cans as needed
 - Place bags in dumpster
- 3. Empty all paper recycling cans and place in appropriate labelled bin in basement garage.**
- 4. Wet wipe all items listed below with either the bleach water mixture, appropriate commercial cleaner disinfectant (ex. Clorox Multi Surface Cleaner + Bleach), or an alcohol-based sprays containing at least 70% alcohol:**

- Handles on doors and filing cabinets
- Landline phones
- Water fountains
- Light switches
- Hand railings
- Breakroom tables, countertops, microwaves, ovens, refrigerators

5. Clean all restrooms as follows:

- Wash sinks – Clean all porcelain, chrome work, and adjacent surfaces
- Mirrors and other chrome work to be cleaned and polished
- Floors - Wet mop with detergent/disinfectant; remove stains below toilets and beneath sinks
- Toilets - Clean inside bowl with brush and cleaner; wipe down with disinfectant/clean toilet seat, lid, and the entire outside of the porcelain bowl
- Replenish supplies of toilet paper, paper towels, and soap as needed

B. Weekly - Weekend Cleanings (Saturday or Sunday) - All previously listed items in Section A, plus the following:

1. Offices, library, corridors, and lunchroom:

- Treat and remove all stains on carpet tile
- Vacuum all areas/vacuum along baseboards - dust or wet wipe base boards
- Wet mop all tile floors/entries and baseboard
- Clean and dust all desktop towers, tables, counters, windowsills, filing cabinets, and other flat surfaces
- Dry dust radio equipment
- Dry dust printers, copiers, monitors, desktop towers, keyboards
- Clean exterior door glass
- Remove any cobwebs from walls, corners, and ceilings, around trim, and windows
- Dust window blinds as needed

2. Stairway, basement hallway, and conference room on lower level:

- Clean exterior doors
- Vacuum all areas/vacuum along baseboards - dust or wet wipe base boards
- Remove any cobwebs from walls, corners and ceilings, around trim, and windows
- Mopping all tile floors
- Clean and dust all flat surfaces
- Dust window blinds as needed

C. Semi-Annual Duties (April and October):

- Clean windows - interior and exterior including screens

- Wet wipe interior windowsills
- Wet wipe with “Murphy’s Oil Soap” all wood paneling and doors, woodwork, and all wood cabinets
- Remove any visible marks and dirt from walls
- Vacuum air vents
- Drop covers and clean cover and framework of ceiling lights as needed
- Shampoo clean carpet floors
- Strip and buff tile floors

Definition of the term “clean” will be defined by District Forester or his representative.

Contractor is responsible for meeting cleaning schedule. If days of cleaning need to be changed, the District Forester or his representative will need to be notified three (3) business days in advance, except in case of an emergency.

Contractor must notify the district contacts if individual work areas are such that it prevents them from performing their cleaning duties.

V. PERFORMANCE ISSUES

A. Weekly Mid-week and Weekly Weekend Cleanings of District Office

1. If a cleaning is missed, the contractor will not be paid for that cleaning.
2. If cleanings do not meet the requirements outlined herein, the Contractor will be contacted to take immediate corrective actions (within 24 hours) that resolve all outstanding cleaning concerns.
3. If the Contractor is unable or does not resolve any outstanding cleaning concerns within 24 hours, the Contractor will not be paid for that respective cleaning.
4. Five (5) unsatisfactory cleanings that require correction action between the semi-annual cleanings are unacceptable. A mandatory performance meeting will be held with the contractor to address performance concerns, discuss corrective actions, and outline potential repercussions.

B. Semi-annual Cleanings of District Office

1. The Forest District Manager, or designee, will thoroughly inspect the building after each of the semi-annual cleanings are complete. If required work tasks listed in this statement of work are not completed the Forest District Manager, or designee, will provide to the contractor a list of the uncompleted tasks.
2. Any missed or improperly completed tasks must be properly rectified and approved by the Forest District Manager, or designee, with seven (7) calendar days of the original cleaning date.
3. Should the contractor unsatisfactorily rectify any missed or improperly handled tasks within seven (7) calendar days, the contractor will not be paid for that semi-annual cleaning.

VI. 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 qualifications to perform the work involved in this Contract.

Similar work is defined as prior janitorial services experience in cleaning a building with several offices, kitchens, restrooms, etc. as outlined in this contract.

References are an optional tool available to the DCNR 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 DCNR reserve 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 DCNR.

VII. INSURANCES

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 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 nonperformance 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 "The Commonwealth of PA" 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. These certificates shall include the location and a brief description of the work to be performed under the contract.

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 must be emailed to Jody Russell at jorussell@pa.gov.

VIII. CONTRACT TERM

The term of this Contract will commence upon receipt of a fully approved purchase order or November 1, 2025, whichever is later, through October 31, 2026.

Further, the parties may agree to renew this contract up to four (4) additional, annual terms, with a final termination date of October 31, 2030, upon the same terms and conditions set forth in the contract. The Department, based on past contractor performance, may negotiate an increase in the unit price(s) by a rate not to exceed 5%.

The Department will reach out to the Contractor no later than June 30th, prior to the termination date to begin renewal discussions.

Once the renewal terms are mutually decided, the Contractor shall provide written notification of the intent to renew, including the requested price increase if desired, to the Department no later than July 31st, prior to the termination date. The renewal notice should be mailed, emailed, or faxed to:

Bald Eagle Forest District 7
Attn: Matt Beaver
18865 Old Turnpike Road
Millmont, PA 17845
Fax: 570-922-4696
Email: fd07@pa.gov

IX. BID AWARD

Bidder must complete and return the following with the bid response:

- A. The electronic Invitation for Bid to be found at: www.pasupplierportal.state.pa.us
- B. A valid copy of your self-certification form from the Department of General Services and the Small Business Procurement Initiative. Failure to produce a valid Self-Certified Small Business certificate will render your submission non-responsive.
- C. A properly executed Worker Protection and Investment Certification Form.

Bids will be awarded based on lowest total sum.

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

NOTE: The Department will only accept out two (2) decimal points when entering your “Unit Price” bid.

X. PAYMENT TERMS

Payment will be on a reimbursement basis for actual service performed. Invoices will be submitted monthly.

This contract will be paid by Automated Clearing House (ACH), commonly referred to as direct deposit. Contractor should review Section V.23 CONTRACT-016.2 Automated Clearing House (ACH) Payments (February 2024) of the attached Commonwealth’s Terms and Conditions for complete details and contractor responsibilities.

XI. INVOICES

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

All invoices for this Contract MUST either be:

- A. Emailed for the E-Invoicing Option 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, contractor’s SAP Vendor Number, address, telephone number, and the contact person. Invoices must be itemized to include dates of service, types of cleanings, number of each cleaning, and be totaled. 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 and, for security purposes, should not be explicitly stated on your invoice.

XII. RECEIPT AND OPENING OF BIDS

Bids must be submitted via the PA Supplier Portal, to be found at www.pasupplierportal.state.pa.us. Faxed, emailed, 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.

XIII. BID RESULTS

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