

# STATEMENT OF WORK

## SUPPLY & DELIVER TEMPORARY MOBILE JOB OFFICE TRAILER

Commonwealth of Pennsylvania  
Department of Conservation and Natural Resources  
Vosburg Neck State Park (Wyoming County)

### I. SCOPE OF WORK

The Department of Conservation and Natural Resources, Bureau of State Parks, requires a contractor to supply, deliver, set up, and rent one (1) Temporary Mobile Job Office Trailer for Vosburg Neck State Park, 470 Vosburg Rd, Tunkhannock, PA 18657. Upon termination of the rental period, this work will also include the demobilization and removal of said job trailer.

The purpose of this contract is to provide a rented Mobile Job Office Trailer (hereinafter referred to as 'job office trailer,') within Vosburg Neck State Park serving as a temporary park office for employees of and visitors of the recently acquired state park. This job office trailer shall contain NO plumbing or restroom but must include one (1) Conference Room and a total of five (5) offices, and a reception area with a work area.

The job office trailer will be set up on the established stone pad, next to the current residence located on Vosburg Road. See attached map for specific details on location.

This unit will function as the park office and reception/park office area for park visitors.

This contract will be utilized only for the time necessary for development and implementation of a park office to be constructed within the newly acquired Vosburg Neck State Park. Minimum term for rental is estimated at 2 years currently. The need for continued rental will be evaluated on an ongoing basis.

Questions regarding the technical aspects of this bid should be directed to Nicholas Sulzer, Park Manager at 570-392-6437 or by email at [nsulzer@pa.gov](mailto:nsulzer@pa.gov). Questions regarding the bidding or contracting procedures should be directed to Jody Russell at 717-783-2566 or by email at [jorussell@pa.gov](mailto:jorussell@pa.gov)

### II. CONTRACT TASKS

The following requirements must be met and included within the performance of this contract:

Contractor must furnish and cover all administrative costs for monthly rental, labor, materials, tools, equipment, fuel charges, and delivery for set up, breakdown and removal for one (1) Temporary Mobile Job Office Trailer. Delivery, setup, and demobilization/removal must be coordinated with the park manager.

Upon delivery, the job office trailer must be fully anchored, fully wired for electricity, telephone, and internet connectivity throughout all offices and must be fully furnished with specified office furniture.

Upon completion of setup, the local electric company will be contacted by park management for installation of exterior wiring and electrical needs to be performed outside this contract.

All work will be subject to inspection by the Park Manager during the term of this contract. Failure by contractor to satisfactorily meet all the requirements of this contract or the refusal to promptly correct all deficiencies may be cause for termination.

Delivery and setup must meet or exceed the following specifications:

**Measurements:**

1. Overall dimensions will be 24' in width by 64' in length
2. Approximately 1,550 square feet

**Electric:**

1. One (1) ceiling light in each room
2. Exterior lights must be located above every entry/exit door
3. 120/240V Single phase
4. 125 Amp breaker
5. Duplex 110-volt receptacles must be installed at a minimum of one (1) per office room and a minimum of two (2) in the conference room and reception area.

**IT/Telecommunications:**

1. One (1) exterior CAT6 outlet must be installed near the electrical outlets in each room, including the reception area, for a total of seven (7) exterior CAT6 outlets.
2. One (1) phone line must be installed in every room, including the reception area, for a total of seven (7) telephone line connections.

**Heating/Cooling:**

1. Electric heating and cooling systems required
2. Thermostat – 7 days programmable
3. Heating/cooling temperature should range between 65 to 75 degrees Fahrenheit

**Exterior Windows/Doors:**

1. Insulated windows
2. Horizontal slider windows
3. Two (2) secure doors with standard locks; main entry door (front) must be wide enough to facilitate ADA accessibility
4. Keycode OR at least six (6) sets of keys must be provided

**Entry Access:**

1. One (1) set of stairs at the secondary entrance/exit (side or rear)
2. One (1) ADA accessible ramp at the main entrance/exit (front)
3. Must include safety handrail on each side of the stairs.

**Five (5) FULLY ENCLOSED BUSINESS OFFICES (6' x 9' Minimum) with doors must each be furnished to include:**

1. One (1) Office Desk (minimum size of 50" W x 28" H x 25" D)
2. One (1) Office chair
3. One (1) Chair mat
4. One (1) Standard letter-sized file cabinet (three (3) drawer minimum)

**One (1) CONFERENCE ROOM must be furnished to include:**

1. One (1) conference table (10'x4')
2. Eight (8) high-back executive chairs

**One (1) RECEPTION AREA must be furnished to include:**

1. One (1) workstation with a desk or work-area (4'x2')
2. One (1) rolling office chair
3. One (1) chair mat
4. One (1) standard letter-sized filing cabinet (three (3) drawer minimum)

All office furniture and workstations must be supplied by vendor, as detailed above.

Pictures of a comparable job trailer, inside and out, including any potential furnishings, must be provided with vendor's bid response.

Contractor must install skirting for a finished look to the job office trailer but there will be no installation of gutters or downspouts.

No restroom or plumbing are required.

Unit must include blocking and tie downs.

The specified modular unit must meet all Pennsylvania Department of Labor and Industry (L&I) requirements.

Unit must be equipped with smoke alarms per PA Labor & Industry code.

Demobilization must include complete removal of the unit.

**III. PRE-BID CONFERENCE**

A mandatory pre-bid conference will be conducted prior to the bid opening. The pre-bid conference will be held on Friday, April 26 at 10:00 a.m. Prospective bidders will meet at 470 Vosburg Rd, Tunkhannock, PA (*Meet at the Red House on the Right*). All prospective bidders must sign-in to acknowledge attendance.

Pre-bid conference/site visits are mandatory as bidders must have full knowledge of all existing conditions such as clearances due to trees/overhead utilities, sharp turns and weight limits on county, township or park roads, etc. Failure to complete the mandatory site visit will result in the bidder being deemed as non-responsive and their bid ineligible.

All questions regarding the pre-bid conference should be addressed to Nicholas Sulzer, Park Manager 570-392-6437 or by email at [nsulzer@pa.gov](mailto:nsulzer@pa.gov).

Contractors may not request an alternate date if unable to attend the scheduled pre-bid conference; all interested Contractors must attend on the noted date and time.

#### **IV. CONTRACTOR QUALIFICATIONS**

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.

#### **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. Workmen'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 subcontractor 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 this 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 coverages 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 these certificates. The Commonwealth shall have the right to inspect the original insurance policies.

## **VI. ADDITIONAL REQUIREMENTS**

Contractor is responsible for obtaining all required permits and licenses; while adhering to all state and local laws, rules and regulations for the protection of public health and the environment, including OSHA safety requirements and must fully comply with all requirements of the applicable version of the International Building Code and all other provisions of the Uniform Construction Code.

Park staff will provide routine maintenance within the job office trailer, such as replacement of HVAC filters and light bulbs and will perform janitorial services. Contractor must be responsible for all other repairs or services related to heating, ventilation/air conditioning, electrical systems, and building structures.

Contractor is not responsible for sidewalks and walkways at base of modular unit ramps or steps.

Upon delivery, the job office trailer must be placed by the Contractor on the established stone pad located at Vosburg Neck State Park, as provided and indicated in Attachment B.

Final inspection of the job office trailer by the park manager will be limited to any electrical, or mechanical rough ins that have been done at the construction site. This final inspection will ensure, among other things, that all electrical and mechanical systems are functioning properly and that all accessibility requirements have been satisfied.

The Commonwealth will provide a thirty (30) day notice before termination. Demobilization and removal of the unit will be coordinated with the Park Manager.

## **VII. DELIVERY**

The Contractor must call Nicholas Sulzer, Park Manager at 570-392-6437 between 8:00 a.m. and 4:00 p.m., Monday through Friday to schedule a date and time for delivery. Alternate number where the park manager may be reached is 570-560-0425.

Delivery Location: Vosburg Neck State Park  
470 Vosburg Rd  
Tunkhannock PA 18657

The job office trailer must be delivered to the pre-determined and agreed upon area and placed on the established stone pad.

The aerial photo (refer to Attachment A) indicates a black outline depicting the approximate location and placement of the Mobile Job Office Trailer. Attachment B is a park map that also includes a box depicting the approximate location and placement of the Mobile Job Office Trailer.

Park staff will be on site at the time of scheduled delivery to direct delivering driver to the exact location. Contractor is to make delivery, unload and complete setup; onto established stone pad.

#### **VIII. BID AWARD**

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

- A. The electronic Invitation for Bid to be found at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us)
- B. A properly executed Reciprocal Limitations Act form that lists the state of manufacture for any supplies procured.
- C. A properly executed Worker Protection and Investment Certificate Form
- D. Photos of a comparable job trailer, both inside and out, as well as all potential furnishings, must be submitted with your bid response as outlined in Section II.

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

The bid will be awarded based on the lowest total sum on the bid.

Please note that the Department will only accept out to two (2) decimal places when entering your pricing.

#### **IX. CONTRACT TERM**

The Contract will commence on July 1, 2024, and terminate April 30, 2026.

Further both parties may agree to renew this contract for up to three (3) additional, consecutive annual terms, with a final termination date of April 30, 2029, upon the same terms and conditions set forth in this contract. The Department, based on past Contractor performance, may negotiate an increase in the unit price(s) by a rate not to exceed three percent (3%).

The Department will reach out to the Contractor no later than December 31<sup>st</sup>, prior to the termination date to begin renewal discussions.

Once the renewal terms are mutually decided, the Contractor must provide written notification of the intent to renew, including the requested price increase(s), if desired, to

the Department no later than January 31<sup>st</sup>, prior to the termination date. The renewal notice must be mailed, or hand delivered to:

DCNR, Bureau of State Parks  
Vosburg Neck State Park  
Attn: Park Manager  
470 Vosburg Rd  
Tunkhannock PA 18657

**X. PAYMENT TERMS**

Payment will be made upon receipt of itemized monthly invoices. Invoices must be submitted in conjunction with the corresponding line items from the Purchase Order.

This contract will be paid by Automated Clearing House (ACH,) commonly referred to as direct deposit. Contractor should review Section V.22 CONTRACT – 016.2 Payment – Electronic Funds Transfer of the Commonwealth’s Terms and Conditions for complete details and the contractor’s responsibility.

**XI. INVOICES**

Invoice format must be in accordance with the IFB – Invitation for Bid. All invoices for this contract MUST be:

- A. Emailed to the following for a Paperless Email Invoice Option:  
Email a copy of the correctly executed invoice to: [69180@pa.gov](mailto: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 contain the purchase order number, as well as vendor’s SAP Vendor Number. The name and address listed on the purchase order must also be the same as reflected on the invoices(s). 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.

**XII. RECEIPT AND OPENING OF BIDS**

Bids must be submitted via the PA Supplier Portal, to be found at <https://www.pasupplierportal.state.pa.us/iri/portal/anonymous>. 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 for any reason whatsoever.

**XIII. BID RESULTS**

Bidder can obtain bid results by accessing [www.emarketplace.state.pa.us/bidtabs.aspx](http://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.

Attachments:

Attachment A – Aerial Photo of Trailer Site

Attachment B – Park Map Denoting Trailer Site