

STATEMENT OF WORK
Commonwealth of Pennsylvania
Department of Conservation and Natural Resources
MIRA LLOYD DOCK RESOURCE CONSERVATION CENTER
Bureau of Forestry

(1) Achieva Console Germinator

I. SCOPE OF WORK:

The Department of Conservation and Natural Resources, Bureau of Forestry, requires one (1) Achieva Console Germinator **or approved equal**, provided according to the Contract Requirements listed below.

Questions regarding the technical aspects of this bid should be directed to Annetta Ayers, Nursery Operations Manager (814)364-5150 or aayers@pa.gov. Questions regarding the bidding or contracting procedures should be directed to Jenna English reachable at (717)783-3278 or Jenenglish@pa.gov.

II. CONTRACT REQUIREMENTS:

A. Contractor will provide the following:

- 1.** One (1) Achieva Console Germinator, **or approved equal**, current model or newer, to include the following standard and optional equipment and accessories:
 - a. Dual digital temperature controllers
 - b. Dual stage timer
 - c. Manual heat or cold cycles
 - d. Light /dark cycles, minimum 9,000 lumens
 - e. 18" x 26" tray size

Bid price to include all shipping, transportation, environmental handling, unloading charges, and any other associated charges for delivery.

All products will be subject to inspection by the Forestry staff 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.

III. CONTRACT TASKS:

The following requirements must be met within the performance of this contract.

- A.** Vendor must supply and deliver one (1) Achieva Console Germinator, **or approved equal**, current model or newer
- B.** All equipment will be subject to inspection and acceptance by the Nursery Operations Manager or their designee.

IV. CONTRACTOR REFERENCES AND QUALIFICATIONS:

- A. References:** After bid opening and prior to awarding of the contract, the Department has the right to request three (3) references (names, addresses and telephone numbers) of companies/persons who purchased (1) Achieva Console Germinator or approved equal in the previous two (2) years as proof of qualifications to supply the item involved in this contract.

References are an optional tool available to the Department to help determine bidder capabilities. If any of these references are requested and a 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.

B. Reciprocal Limitations Act Form: The Contractor must include with their solicitation response a properly executed Reciprocal Limitations Act form that lists the state of manufacture for any supplies procured with their bid response.

C. Worker Protection and Investment Certification Form: 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 they are in compliance with all applicable state labor and workforce safety laws. Such certification shall be made through the Worker Protection and Investment Certification Form (BOP-2201) and submitted with this Bid. Failure to submit a completed Worker Protection and Investment Certification Form may render your submission and nonresponsive.

V. DELIVERY:

The office is to be notified at least two (2) business days prior to delivery. Vendor will contact Annetta Ayers by phone (814)364-5150 or email aayers@pa.gov to arrange delivery of all items. In the event Annetta cannot be reached, please request an available manager or administrative assistant.

The delivery day and time must be between Monday and Friday, 8am to 3pm.

Delivery Address:

DCNR - MLDRCC
Attention: Annetta Ayers
137 Penn Nursery Road
Spring Mills, Pa 16875

Any damages occurring during delivery caused by the vendor's personnel must be repaired to the satisfaction of the Department's representative and at the vendor's sole expense.

VI. DELIVERY PERIOD:

Delivery will commence after receipt of a fully executed purchase order and terminate July 1, 2025.

VII. BID AWARD:

Bidder must complete and return the following with their bid submission:

- A.** The electronic Invitation for Bid to be found at pasupplierportal.state.pa.us,
- B.** A properly executed Reciprocal Limitations Act form lists the state of manufacture for any supplies procured.
- C.** A properly executed Worker Protection and Investment Certification form.

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.

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

VIII. PAYMENT TERMS:

Payment will be made on a reimbursement basis following delivery and final acceptance.

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 of the attached Commonwealth's Terms and Conditions for complete details and contractor's responsibilities.

IX. INVOICES:

Invoice format must 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.

X. RECEIPT AND OPENING OF BIDS:

Bids must be submitted via the PA Supplier Portal, to be found at 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.

XI. BID RESULTS:

Bidder can obtain bid results by accessing www.emarketplace.state.pa.us/bidtabs.aspx. The bids 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.