

**STATEMENT OF WORK**  
**Commonwealth of Pennsylvania**  
**Department of Conservation and Natural Resources**  
**Bureau of Forestry**  
**Tuscarora State Forest- FD03**

**(1) UTV Tank Skid Unit Herbicide Sprayer**

**I. SCOPE OF WORK:**

The Pennsylvania Department of Conservation and Natural Resources, Bureau of Forestry, Tuscarora State Forest requires one (1) all-welded aluminum skid-mounted herbicide sprayer equipped with a 50-gallon HDPE PCO tank and a boom buster spray rack with a Reese-style hitch, provided in accordance with the Contract Requirements listed below.

Questions regarding the technical aspects of this bid should be directed to Nathan Fite, Assistant Forest Manager at 717-536-3191 or [nfite@pa.gov](mailto:nfite@pa.gov). Questions regarding the bidding or contracting procedures should be directed to Jenna English reachable at 717-783-3278 or [Jenenglish@pa.gov](mailto:Jenenglish@pa.gov).

**II. HERBICIDE SPRAYER SPECIFICATIONS:**

**A.** Contractor will provide One (1) all-welded aluminum skid-mounted herbicide sprayer equipped with a 50-gallon HDPE PCO tank and a boom buster spray rack with a Reese-style hitch. The unit must be assembled, factory tested, and include the following standard and optional equipment and accessories:

**1. All Welded Aluminum Skid:**

- a. Standard duty frame
- b. Fork pockets
- c. Not to exceed 52" x 36"

**2. 50-Gallon HDPE PCO Tank:**

- a. Molded gallon indicators
- b. 8-inch lid
- c. Top airgaps fill hose bracket
- d. Complete plumbing kit: suction, bypass, jet agitation, discharge, liquid filled pressure gauge, rear control manifold, strainer, tank drain with hose and valve to the unit rear, airgap fill pipe, stainless steel antivortex, stainless steel hose clamps, stainless steel tank straps
- e. Stainless steel ¾ inch ball valve manifolds

**3. Boom Buster Spray Rack with Reese Style Hitch Mounted to Skid Unit:**

- a. Three (3) Section (left/center/right)
- b. 18-inch Height adjustment
- c. 12-inch Horizontal adjustment on left/right nozzles
- d. Cam-action hose connections for disassembly
- e. TeeJet 744a Valve Controller
- f. Three (3) 144 Electric on/off valves and pressure control
  - 1) master on/off
  - 2) left/center/right control

- 3) pressure adjust switch and pressure gauge
- 4) stainless steel quick disconnects from controller
- 5) wired for 12V connection

**4. Two (2) Hannay Electric Hose Reels:**

- a. Facing out to passenger and driver sides of UTV
- b. One hundred (100) ft of ½-inch spray hose on electric rewind reels
- c. Four-sided roller kits
- d. JD 9 high pressure spray guns
  - 1) Swivel hose ends
  - 2) Stainless steel quick disconnects
- e. Wired for 12V connection

**5. Honda GX 160 Electric-Start Engine**

**6. Hypro D30 Diaphragm Pump:**

- a. Maximum flow rate: 9.6 GPM
- b. Maximum pressure: 580 PSI

**7. Battery and Tether Cable**

\*Bid price must include delivery, all shipping, transportation, environmental handling, unloading charges, all labor, materials, equipment, accessories, dealer prep, minimum one (1) hour instruction to train staff, and all other costs necessary to provide the specified UTV Tank Skid Herbicide Sprayer Unit.

**III. CONTRACT TASKS:**

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

- A.** Vendor must supply and deliver One (1) all-welded aluminum skid-mounted herbicide sprayer as specified.
- B.** Vendor must be an authorized reseller familiar with this type of equipment and provide a minimum one (1) hour instruction to forestry staff to review equipment and maintenance protocol.
- C.** All equipment will be subject to inspection and acceptance by the Forest District Assistant Manager or his 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) from companies who have received a herbicide sprayer of similar size, construction, power, and accessories received 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) weeks prior to delivery. Vendor will contact Nathan Fite at 717-536-3191 or [nfite@pa.gov](mailto:nfite@pa.gov) to arrange delivery of all items. In the event that Nathan cannot be reached, the vendor must request an available manager or administrative assistant.

The delivery day and time must be between Monday and Friday, 8:00am to 3:00pm.

Delivery Address: DCNR - Tuscarora State Forest  
ATTN: Nathan Fite  
4455 Big Spring Road  
Blain, PA 17006

Any damages occurring during delivery caused by the contractor'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 June 30, 2026.

**VII. BID AWARD:**

Bidder must complete and return the following for award of bid:

- A.** The electronic Invitation for Bid to be found at:  
<https://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 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](mailto:69180@pa.gov).  
For information on the Commonwealth's E-Invoicing Program, visit:  
[budget.pa.gov/Programs/Pages/E-Invoicing.aspx](http://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 BID:**

Bids must be submitted via the PA Supplier Portal, to be found at:  
[pasupplierportal.state.pa.us](http://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 [emarketplace.state.pa.us/bidtabs.aspx](http://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.