

STATEMENT OF WORK

Commonwealth of Pennsylvania
Department of Conservation and Natural Resources
Bureau of State Parks
Hickory Run State Park, Carbon County
Campground Equipment

I. SCOPE OF WORK:

The Pennsylvania Department of Conservation and Natural Resources, Bureau of State Parks, requires a vendor to supply and deliver equipment to outfit the new Glamping Campground Loops slated to open in Spring 2026 at Hickory Run State Park, 3 Family Camp Rd, White Haven PA 18661.

Any questions regarding the technical aspects of this bid should be directed to Jonathan Wilson at 272-808-6183 or jonathwils@pa.gov. Questions regarding the contracting or bidding procedures should be directed to Jenna English, reachable at Jenenglish@pa.gov or 717-787-3278.

II. CAMPGROUND EQUIPMENT SPECIFICATIONS:

- A.** The contractor will provide Thirty-four (34) Campfire Rings, twenty-nine (29) 8-foot Pressure Treated Lumber Picnic Tables w/Metal Legs, one (1) 8-foot ADA Compliant Pressure Treated Picnic Table, seventeen (17) 15 cubic foot Bear Proof Storage Lockers, and one (1) 24 cubic foot Bear Proof Storage Locker. All items must follow the standard and optional equipment and accessories:

1. Thirty-four (34) Campfire Rings:

- a. Fire ring has an overall diameter of 32 5/8-inch x 11 1/4-inch high and is constructed of 3/16-inch-thick steel (A1011).
- b. Grate is constructed from 1/2-inch dia. A36 steel bars located on 1 1/8-inch centers.
- c. Grate will be theft proof with 4 position adjustability from 13 3/4-inch to 19 1/4-inch above the fire bed and has a cooking area of 265 sq. inches.
- d. Grate handles are constructed of a 5/8-inch dia. A36 steel bar with stay cool spring grips suitable for public use.
- e. Ring is mounted using staples that allow the ring to tilt back for ease of cleaning.
- f. All joints are continuously welded.
- g. All exposed corners are chamfered for safety.
- h. Standard finish is a non-toxic black powder coat.

2. Twenty-nine (29) 8-ft Pressure Treated Lumber Picnic Tables with Metal Legs:

- a. Table frame design features incorporate a non-trip & walk-through design.
- b. One-piece welded construction frames using MIG welds.
- c. All pipe and tubing conform to ASTM A513-94, and all steel components conform to ASTM-A569.
- d. All cross braces are 1-inch schedule 40 pipe.
- e. Center, table, and seat brackets are 1/8-inch thick (12 ga) steel.
- f. Assembly fasteners are 3/8-inch galvanized steel carriage bolts.

- g. Pressure treated lumber predrilled with a 3/8-inch radius rounded corners.
- h. All exposed corners are chamfered.

3. One (1) 8-foot ADA Compliant Pressure Treated Picnic Table:

- a. Table frame design features incorporate a non-trip & walk-through design.
- b. The one-piece welded construction frames are fabricated using continuous MIG welds for strength.
- c. All pipe and tubing conform to ASTM A513-94, and all steel components conform to ASTM-A569.
- d. All cross braces are 1-inch schedule 40 pipe.
- e. Center, table and seat brackets are 1/8-inch thick (12 ga) steel.
- f. A diagonal cross brace (1-inch sch. 40) and end bracket (1/8-inch thick) are provided to support the extended portion of the tabletop. Also, the diagonal cross brace is bent to allow for knee clearance.
- g. Assembly fasteners are 3/8-inch dia. Galvanized steel carriage bolts.
- h. Pressure treated lumber is predrilled and has 3/8-inch radius rounded corners.
- i. All exposed corners are chamfered for safety.

4. Seventeen (17) 15 cubic foot Bear Proof Storage Lockers:

- a. Dimensions of locker are 28-1/4-inch-wide x 43-inch-high x 30-1/8-inch deep, with 12-1/8-inch legs.
- b. Locker is made fully with welded 14-gauge steel reinforced bottom, top, & double doors.
- c. Door hinges are heavy duty stainless steel.
- d. 1/4-inch thick mounting plates for 1/2-inch anchor bolts
- e. Bear-proof 2-point self-latching system with an inner child safety latch release mechanism.
- f. Brown powder coat finishes.

5. One (1) 24 cubic foot Bear Proof Storage Locker:

- a. Dimensions of locker are 48-1/8-inch-wide x 28-1/8-inch-high x 31-inch deep, with 12-1/8-inch legs.
- b. Locker is made fully with welded 14-gauge steel reinforced bottom, top, & double doors.
- c. Door hinges are heavy duty stainless steel.
- d. 1/4-inch thick mounting plates for 1/2-inch anchor bolts
- e. Bear-proof 2-point self-latching system with an inner child safety latch release mechanism.
- f. Brown powder coat finish

*Bid price must include delivery, all shipping, transportation, environmental handling, unloading charges, all labor, materials, equipment, accessories, and all other costs necessary for items.

III. 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 similar campground

equipment 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.

IV. DELIVERY:

Delivery of all items will be to Hickory Run State Park. Contractor will contact Hickory Run State Park office, (272)808-6189 at least one (1) week prior to delivery of equipment.

The delivery day and time must be between Monday and Friday from 8:00a.m. to 2:00p.m.

Delivery Address:

Hickory Run State Park
3 Family Camp Road
White Haven, PA 18661

Any damage 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.

V. DELIVERY PERIOD:

Delivery will commence after receipt of a fully executed purchase order and terminate March 31, 2026.

The project timeline is firm and will not be adjusted; contractors must plan accordingly.

VI. BID AWARD:

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

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.
- 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 two (2) decimal points when entering your pricing.

VII. PAYMENT TERMS:

Payment will be made on a reimbursement basis following delivery and final acceptance of all campground equipment.

This contract will be paid by Automated Clearing House (ACH), commonly referred to as direct deposit. Contractor should review 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.

VIII. 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.

IX. RECEIPT AND OPENING OF BID:

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.

X. BID RESULTS:

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

The bidresults 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:

01. Terms and Conditions
02. Statement of Work
03. Reciprocal Limitations Act
04. Worker Protection and Investment Form
05. DCNR Small Business Procurement Initiative