

STATEMENT OF WORK
Janitorial Services - Park Office and Modern Cabins
Department of Conservation and Natural Resources
Bureau of State Parks
Prince Gallitzin State Park
Cambria County

I. SCOPE OF WORK:

The Department of Conservation and Natural Resources, Bureau of State Parks, Prince Gallitzin State Park, requires janitorial services for the cleaning of ten (10) modern cabins and park office located at 966 Marina Road, Patton, PA 16668-6317, Cambria County.

Questions regarding the technical aspects of this bid should be directed to Jessica Lavelua at jlavelua@pa.gov or 814-674-1000 x103. Questions regarding the bidding or contracting procedures should be directed to Jenna English at (717) 787-3278 or jenenglish@pa.gov.

II. PRE-BID CONFERENCE:

A mandatory pre-bid conference will be conducted prior to the bid opening. The pre-bid conference will be held Wednesday, March 11, 2026, at 10:00 am.

Prospective bidders must meet at the Prince Gallitzin State Park Office, 966 Marina Road, Patton, PA 16668, to discuss job specifications and to tour the job site. All prospective bidders should sign in to acknowledge attendance.

The meeting site is located at the intersection of Strait Run Road and Marsh Creek Road. Interested Contractors should contact Jessica Lavelua at 814-674-1000 x103 for additional directions.

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.*

III. CONTRACT TASKS:

Janitorial services are for modern cabins and park office building within the park. There are seven (7) 2-bedroom modern cabins, and three (3) 3-bedroom modern cabins. The park office consists of a foyer, a first-floor lobby, a common office room, five (5) individual office rooms, four (4) interior restrooms, a kitchen/lunchroom, a lower-level kitchen/lobby, and a lower-level meeting room. The exterior restroom is cleaned by park staff.

Modern cabin cleaning must be done between 10:00am and 3:00pm on the days needed. Contractors must clean modern cabins on days that cabin rental patterns require. This could be any day of the week (it is often Mondays and Fridays), except summer when all cleanings are Fridays. Park Office staff will schedule modern cabin cleanings to minimize the total trips to the park by contractor when possible.

The modern cabin cleaning services shall include the following:

- **SUMMER RENTALS-** Cleaning once a week, on Friday, from the second Friday in June until the third Friday in August.
- **SPRING, FALL AND WINTER RENTALS-** Cleaning one to seven times a week, from the third Friday in August to the second Friday in June. *The dates of the cleanings will be determined by the reservations and often require multiple visits in one week.*

The park office cleaning shall be completed bi-weekly (once every two weeks), preferably after 4:00pm if completed Monday through Friday.

The contractor is to furnish all cleaning supplies and equipment. The Park Manager must approve cleaning supplies prior to use. The Park Manager may require manufacturer's specifications and a sample. The rate per cleaning shall include all transportation, meals, tools, cleaning supplies and other necessary equipment to perform the work. The Department/Park will furnish certain supplies for this contract including ice cube trays, toilet paper, trash can liners, shower curtains, drapes and light bulbs.

Weekly/Semi-Weekly Cabin Cleanings:

1. Empty and clean all trash and recycling receptacles. Place trash and recyclables in corresponding dumpster located in cabin colony area. Park will supply trash can liners.
2. Vacuum all carpets, including behind and under furniture, spot clean carpets as necessary.
3. Sweep and wet mop kitchen and bathroom floors and entranceway using a cleaner & disinfectant.
4. Clean and sanitize bathrooms. Disinfect and clean showers, walls and shower curtains. Clean and sanitize commodes. Replace toilet paper on holder (stack any extra on the shelf provided). Toilet paper is provided by the park. Clean all chrome and mirrors. Clean and sanitize sink. Vacuum the ceiling fan as needed.
5. Clean kitchens. Disinfect and clean stoves, splashguards, countertops, refrigerators (inside & outside), and sinks. Spray clean and wipe out the oven as needed (do not use oven cleaning mode on oven unless you consult with Park.) Follow the owner's manual for cleaning ceramic cooktops. Check all furniture, cupboard doors, shelves and drawers; clean and disinfect as needed. Check walls and clean as needed.
6. Replace bulbs in fixtures, as needed. Bulbs will be provided by the park. The Park is responsible for replacing bulbs higher than eight feet. Notify the Park of any necessary replacements.
7. Dust all furniture, ledges and window frames. Dust (wet wipe, as appropriate) windowsills, doorways, bureau drawers, heaters and lights, etc., as needed. Remove cobwebs and insect debris.
8. Wipe clean and disinfect all mattresses. Rotate mattresses monthly.
9. Sweep porch. Remove any cobwebs from porch and building exterior. Pick up litter within thirty feet of cabin exterior.
10. Test smoke/fire alarms, report any malfunctions to Park Office.
11. Remove marks and dirt from walls, ceilings, windows, screens and fixtures as needed.
12. During heating season, turn down the thermostats to the temperature listed on the placard above the thermostat and close the bedroom doors upon completion of cleaning.
13. Notify Park Office of any vandalism, breakage, repairs required, etc. before leaving the park.

Semi-Annual Cabin Cleanings:

(This is to be done during low-use periods. Coordinate times with the Park Office.)

2-bedroom cabins – 7 cabins at 2 cleanings per year = 14 semi-annual cleanings

3-bedroom cabins – 3 cabins at 2 cleanings per year = 6 semi-annual cleanings

1. Thoroughly perform all weekly/semi-weekly cleaning requirements. Include any areas missed during the "weekly" cleanings, such as behind and under refrigerator/oven, chair rungs, door handles, baseboards, etc.
2. Wash all windows inside and outside. Clean all screens.

3. Vacuum furniture. Clean upholstery fabric with spray cleaner. Polish wood parts of furniture.
4. Clean and scrub all walls and ceilings with a cleanser specific for the surface.
5. Remove and clean inside of ceiling light globes, replace as needed.
6. Wipe clean, sanitize and polish inside and outside of all kitchen cabinets.
7. Shampoo rugs, using an extraction method, or a method proposed by contractor and approved by the Park Manager.
8. Vacuum electric heating fixtures. This service is to be performed in the Fall, prior to the heating season.

Park Office, Bi-Weekly Cleanings: These procedures are to be completed bi-weekly at the park office that contains approximately 4,000 square feet.

1. Empty and clean all trash and recycling receptacles. Place trash and recyclables in corresponding dumpster located in maintenance area. Park will supply trash can liners.
2. Vacuum all carpets and mats, including behind and under furniture, spot clean carpets as necessary.
3. Sweep and wet mop kitchen and bathroom floors and entranceway using a cleaner & disinfectant.
4. Clean and sanitize bathrooms. Clean and sanitize commodes and urinals. Replace toilet paper on holder. Toilet paper is provided by the park. Clean all chrome and mirrors. Clean and sanitize sink. Vacuum the ceiling fan as needed. Check walls and clean as needed.
5. Clean kitchens. Disinfect and clean countertops, refrigerators (outside only) and sinks. Check walls and clean as needed.
6. Dust all furniture, horizontal surfaces (such as filing cabinets & desks), ledges and window frames. Dust (wet wipe, as appropriate) windowsills, doorways, heaters and lights, etc., as needed. Remove cobwebs and insect debris.
7. Remove any cobwebs.
8. Remove marks and dirt from walls, ceilings, windows, screens and fixtures as needed.
9. Wash windows on front doors and in foyer.

Park Office, Semi-Annual Cleanings

1. Thoroughly perform all bi-weekly cleaning requirements. Include any areas missed during the bi-weekly cleanings, such as behind and under refrigerator/oven, chairs, door handles, baseboards, etc.
2. Clean all screens, windows (inside and outside) and window blinds. Windows shall be opened and all surfaces cleaned.
3. Remove, clean and replace covers from all light fixtures.
4. Vacuum fabric furniture coverings, clean and polish non-fabric surfaces. Spot clean fabric furniture coverings as needed.
5. Dust all walls and ceilings. Clean all air ducts grills for heating and cooling.
6. Shampoo rugs using an extraction method, or a method proposed by contractor and approved by the Park Manager.
7. Wipe down and polish all wall paneling, doors and frames, pictures and frames, light switch cover plates and woodwork to remove dust and fingerprints.

IV. 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 from the Department of General Services must be submitted along with your IFB response. Failure to produce a valid Self-Certified Small Business Certificate, that must be dated prior to opening date of this IFB, shall render your submission non-responsive.

For more information on the Department of General Services Small Business Self Certification process, please visit: www.smallbusiness.pa.gov.

- 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 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 as non-responsive.

V. CONTRACTOR REFERENCES:

After bid opening, and prior to awarding the contract, the Department has the right to request references (names, 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 a high-volume, high-stress environment, that includes the need to meet specific deadlines with quick turnaround time. Interested vendors should be prepared to show they can prioritize varying daily workload that included potential interaction with the public and overnight accommodation.

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.

VI. 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 of 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 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 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.

The Commonwealth shall be under no obligation to obtain such certificates from the Contractor(s). Failure by the Commonwealth to obtain 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.

VII. CONTRACT TERM:

The contract will commence upon execution and receipt of the purchase order or April 1, 2026, whichever is later, and terminate March 31, 2027.

Further, both parties may agree to renew this contract up to four (4) additional consecutive annual terms, with the final termination date of March 31, 2031, 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 3%.

The Department will reach out to the Contractor no later than November 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 December 31st prior to the termination date.

DCNR, Bureau of State Parks
Attention: Park Manager
Prince Gallitzin State Park
966 Marina Road
Patton PA 16668

Or emailed to: nrspprga@pa.gov

VIII. PERFORMANCE ISSUES:

Summer, non-summer, and weekly cleanings

- A. If a cleaning is missed, the contractor will not be paid for that cleaning.
- B. If Summer and Non-Summer 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.
- C. 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.
- D. Five (5) unsatisfactory cleanings that require corrective action between the semiannual cleanings are unacceptable. A mandatory performance meeting will be held with the prime contractor and all appropriate subcontractors to address performance concerns, discuss corrective actions, and outline potential repercussions.

Semi-Annual cleanings

A. The park will thoroughly inspect the modern cabins and Park Office once the semi-annual cleanings are complete. A checklist of required work tasks will be completed by the park representative, and a copy will be provided to the contractor for each cleaning.

B. Any missed or improperly performed tasks on the checklist must be properly rectified and approved by the park representative within seven (7) calendar days of the original cleaning date.

C. 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.

IX. BID AWARD:

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

1. The electronic Invitation for Bid to be found at: www.pasupplierportal.state.pa.us.
2. A valid copy of Bidder's 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 shall render Bidder's submission non-responsive.
3. A properly executed Worker Protection and Investment Certification Form.

Bid will be awarded based on lowest total sum.

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

NOTE: The Department will only accept out to two (2) decimal points when entering your "Unit Price" figure on the IFB – Invitation for Bid

X. PAYMENT TERMS:

Payment shall be made on a reimbursement basis for actual services satisfactorily performed. Invoices must be submitted monthly.

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 Commonwealth's Terms and Conditions for complete details and Contractor's Responsibilities.

XI. SERVICE SLIPS:

Service Slips must be provided to the Park Office daily or weekly depending on the need for services.

To ensure prompt payment and verification of services rendered, **Contractor must provide an itemized monthly service slip to the park office, prior to submitting the monthly invoice.** The service slip must list and include:

- A. The date of each cleaning
- B. The type of cleaning (summer, non-summer, bi-weekly, semi-annual, etc.)
- C. The location of cleaning (park office/2-Bedroom Cabin/3-Bedroom Cabin)
- D. Include quantities and contracted amount charged for each

XII. 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: 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
P.O. Box 69180
Harrisburg, PA 17106

C. A copy of the invoice(s) **MUST** also be sent to the State Park:

By email: nrspprga@pa.gov.

All invoices MUST contain the Purchase Order Number, your SAP Vendor Number and be itemized to include the park name with service locations and dates of service. Contractor's name and address, as shown on the purchase order, must also be listed on each invoice. Failure to provide this information will result in payment delays.

Please Note: Vendors are reminded to NOT include any 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.

XIII. RECEIPT AND OPENING OF BIDS:

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

XIV. BID RESULTS:

Bidders 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, with all bids under review until final award of the Purchase Order.