

Statement of Work

1100-71501 SCI Huntingdon C-Yard Paving Project

I. CERTIFIED MICRO BUSINESS NOTIFICATION

ONLY CERTIFIED MICRO BUSINESSES ARE ELIGIBLE FOR AWARD. The Department of Corrections has designated this bid opportunity as a Micro Business Procurement to provide DGS-certified micro businesses with opportunities to compete against other DGS-certified micro business for Commonwealth agency and DGS statewide Purchase Orders. Only certificated micro businesses are eligible to submit a bid and receive an award. The micro business requirements and certification process can be found on the following [site](#). The Micro Business Certification will be provided after the self-certification process on the [MCBR site](#). A valid Department of General Services (DGS) Micro Business certificate will be required as part of the bid in order to be deemed a responsive bidder. Any business without a valid certificate on the bid due date and time may be rejected as non-responsive. This Purchase Order will be monitored for compliance by the Bureau of Diversity, Inclusion, and Small Business Opportunities (BDISBO).

II. ELECTRONIC BID RESPONSE

Only electronic bid responses will be accepted. Registered vendors may find solicitation on the [PA Supplier Portal](#). All bidders are responsible for monitoring [eMarketplace](#) to view any change notices to this IFB. The change notices shall become incorporated as part of this solicitation. Interested vendors must be registered to submit a bid. To register and obtain a vendor number, visit the [PA Supplier Portal](#). Information about the registration and bidding process can be found at the [Supplier Service Center](#).

III. SCOPE OF WORK

The Commonwealth of Pennsylvania, Department of Corrections (DOC), requires the milling and paving of approximately 49,525 square feet of the C-Yard exercise area at SCI Huntingdon, located at 1100 Pike Street, Huntingdon, PA 16654. Milling will only be required in areas with existing blacktop. Concrete areas will receive an asphalt overlay. Sub base reconstruction is not anticipated. Refer to **Appendix A – C-Yard Paving Project** for satellite image of area.

IV. ISSUING OFFICER

Questions regarding the bid should be directed towards Steven Buzzard (sbuzzard@pa.gov). All questions regarding the IFB must be submitted by email. Subject line of the email must reference: **6100065465** SCI Huntingdon C-Yard Paving Project. Questions received within 48 hours prior to the bid due date and time will be answered at the discretion of the Commonwealth. All questions received will be answered, in writing, and such responses shall be posted to [eMarketplace](#) as an addendum to the IFB. The Issuing Office shall not be bound by any verbal

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information, nor shall it be bound by any written information that is not either contained within the IFB or formally issued as an addendum by the Issuing Office.

V. MANDATORY SITE VISIT

A mandatory site visit will be held on Tuesday, March 10, 2026 at 11:00AM, at SCI Huntingdon located at 1100 Pike Street, Huntingdon, PA 16654. **Each prospective bidder must attend the site visit.** Prospective bidders must email Mike Wenrick at (mwenrick@pa.gov) to confirm attendance and identify participation 5-days prior to visit. The Department of Corrections requires that all person(s) attending the site inspection receive a [Security Clearance Check](#) in advance. More information about the Pennsylvania DOC clearance certificate process can be found on the following [site](#).

Prospective bidders must attend mandatory site visit to submit a bid. Prospective bidders who submit a bid without attending the mandatory site visit will be rejected as non-responsive.

VI. TRADES INVOLVED

The following contractor trades will be required for this project: General Contractor specializing in paving operations.

VII. CONTRACTOR TASK REQUIREMENTS

The General Contractor will be responsible for milling of existing pavement in pre-determined areas and a new asphalt overlay to encompass the entire yard area.

To accomplish this task, the contractors are responsible for, but not limited to:

General Contractor:

- a. Milling Operations
 - i. Milling of existing pavement will be required in predetermined areas.
- b. Paving Operations
 - i. Base coat will be applied following milling.
 - ii. Top coat of asphalt will be applied following the placement of the base coat.
 - iii. Areas with existing concrete will receive an acceptable asphalt overlay in specified areas.
- c. Unloading, rigging and leveling of materials equipment.
- d. Proper disposal of all waste and debris off-site with documentation to demonstrate compliance.

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- e. Complete installation of services within a 20-working day period to include at a minimum:
 - i. All labor, equipment, and materials necessary for completion of work.
 - ii. Safe work in accordance with OSHA regulations.
 - iii. Work per Department of Corrections security protocols and procedures.
 - iv. Applicable O&M procedures for any newly provided equipment under this scope of work.
 - v. Supervision of crews and subcontractors in accordance with this purchase order.
- f. Porta-john
 - i. Porta-john for crew use. To be removed to staging area outside the fence at the completion of each work week for service/cleaning by supplier.
- g. Return services and inspection visit within six (6) months of start of operation.

VIII. SPECIFICATIONS

Additional requirements are included in **Appendix B – Specifications**. The contractor must adhere to all requirements.

IX. SCOPE OF WORK REQUIREMENTS

The Scope of work shall include, but is not limited to:

- a) Submission of a Project Schedule.
- b) Coordination between General Contractor and Sub-contractors to ensure the timely completion of the project in accordance with the DOC approve Project schedule.
- c) Demolition and removal of all construction debris from the site.
- d) Coordination of the work with the institution for access and equipment/material staging.
- e) All work, access, and temporary construction to be performed in accordance with OSHA and DOC safety regulations.
- f) Manufacturer’s standard warranty for new provided equipment [minimum of one (1) year comprehensive parts and labor].
- g) Submittals for DOC approval of all major equipment, materials, sub-assemblies, assemblies, equipment/supplier’s design details.
- h) A project sign is NOT required.

X. REPAIR SHALL INCLUDE ALL WORK OR MATERAILS TO MEET THE FOLLOWING

- a) Compliance with applicable portions International Building Code, International

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Mechanical Code, NECC.

- b) OSHA Standards for installed safety devices under this project.
- c) Contact Greg Powell at SCI Huntingdon for access and follow-up site visits: (814) 643-2400 EXT 1400.
- d) The desired timeframe for this work to be completed is Spring/Summer of 2026.
- e) This work is located inside the secure perimeter of the facility. Tool control tool control procedures and personnel clearances will be required for this work.

XI. INSTITUTION WILL PROVIDE THE FOLLOWING SERVICES & COMPONENTS

- a) Upon submission of proper clearance, tool inventory and control documentation, access to work area between 7:30AM to 3:30PM Monday thru Friday, access to all available utilities and dining facilities within the limitations of the institution.
- b) Tool-check and check in starting after the morning count clears (between 6:30AM and 7:30AM).
- c) Secure staging inside the institution for major materials and select tools/materials subject to approval.

XII. CONTRACTOR REQUIREMENTS

Prevailing Wages. The Contractor agrees to comply with Act 442 – Pennsylvania Prevailing Wage Act and all applicable Pennsylvania Department of Labor & Industries rules and regulations. Prevailing wage showing in **Appendix C – Prevailing Wages**.

Insurance. The contractor shall purchase and maintain, at its expense, the following types of Insurance, issued by companies acceptable to the Commonwealth. **A. Workmen’s Compensation Insurance** sufficient to cover all the employees of contractor working to fulfill this Purchase Order. **B. Comprehensive General Liability Insurance**, including bodily injury and property damage insurance, to protect the Commonwealth and the Contractor from claims arising out of the performance of this Purchase Order. The amount of bodily injury shall not be less than \$500,000 for injury to or death of persons per occurrence. The amount of Property Damage Insurance shall not be less than \$300,000 per occurrence. Such policies shall name “**The Commonwealth of PA-DOC**” as an additional insured. Prior to the commencement of work under this Purchase Order, the Contractor must provide the Commonwealth with current Certificates of Insurance which evidence that the Commonwealth has been included on the policy as an additional insured. **These certificates must include the Purchase Order location and a brief description of the Purchase Order work.** These certificates shall contain a provision that coverage afforded under the policy shall not be canceled or charged until at least thirty (30) days prior written notice has been given to the Commonwealth.

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Bid Security. Refer to Appendix D – Bid Security

Bid Guaranty

- a) The bid must be accompanied by a certified check, bank cashier's check, or bid bond in the same written form as the one supplied by the Department of Corrections, payable to the Department of Corrections, in the amount specified in the bid form.

Bid Bond

- a) If a bid bond is submitted, the bond must meet the following requirements:
 - a. The bid bond must be from a surety approved by the Commonwealth's Department of Insurance to do business in Pennsylvania. For information on approved sureties, contact the PA Department of Insurance, Division of Companies, at (717) 787-5890 or go to www.ins.state.pa.us.
 - b. The bid bond must be properly executed by the surety company and the Bidder.
 - c. All signatures on the bid bond must be original and hand-scripted signatures.
 - d. The bid bond must be accompanied by a power of attorney from the surety company, indicating that the agent signing the bond has the authority to bind the company. The power of attorney should bear the same date as the bid bond.
 - e. Any alterations to the pre-printed portions of the bid bond, e.g., erasures, write-overs, or white-outs, are not acceptable and will be rejected as not responsive. Any alterations to the filled in spaces are not acceptable, unless initiated by an authorized representative of the surety. Any unauthorized alterations, if they are to the date, amount of bond, or name of Bidder, will result in the bid being rejected as not responsive.

b) Return of Bid Guaranty:

- a. All checks and bid bonds not forfeited under the terms of these Instructions to Bidders will be returned on or before the thirtieth (30) day after the bid opening, except for the checks/bonds submitted by the two apparent lowest responsible Bidders.
- b. The security of the two apparent lowest responsible Bidders, except where forfeiture of security is required, will be returned upon the execution of all Purchase Order documents by the lowest responsible Bidder.
- c. In the event the Purchase Order is not awarded by the Department, the bid guaranty of the two apparent lowest responsible Bidders will be returned with sixty (60) days after the date of the bid opening, unless the time for awarding the bid has been extended.

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Laws. The contractor must comply with the laws set forth through the regular construction process. These laws include:

- a) The Public Works Employment Verification Act
- b) The Steel Products Procurement Act
- c) The Separations Act
- d) Right to know Law Clause
- e) Contractor Integrity Provisions
- f) Contractor Responsibility Provisions
- g) Nondiscrimination/Sexual Harassment Clause
- h) Offset Provision
- i) ADA Provision

General. Provisions of all related hardware to accomplish proper installation is the supplier's responsibility.

XIII. BIDDING REQUIREMENTS

Bidders must complete and attach the following documentation to the bid response in order to be considered responsive.

- a) **Costs through [PA Supplier Portal](#)**
- b) **Appendix E – Domestic Workforce Utilization Form**
- c) **Appendix F – 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 that they are in compliance with all applicable Pennsylvania state labor and workforce safety laws. Such certification shall be made through the Worker Protections and Investment Certification Form (BOP-2201) and the completed form must be submitted with the bid, proposal or quote.
- d) **Appendix D – Bid Security**
- e) Provide a copy of your Micro Business Certification

XIV. CONTRACTOR QUALIFICATIONS

After the bid opening, and prior to awarding the Purchase Order, the Department has the right to request references (name, addresses and telephone numbers) of similar work performed in the previous two (2) years as proof of qualifications to perform

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the work involved.

XV. PURCHASE ORDER TERM

The term of the Contract created by the issuance of the Purchase Order shall commence on the Original PO Effective Date printed on the Purchase Order after the Purchase Order has been fully executed by the Commonwealth (signed and approved as required by Commonwealth contracting procedures and sent to the Contractor). If the Purchase Order output form does not have "Fully Executed" at the top of the first page and does not have the name of the Purchasing Agent printed in the appropriate box, the Purchase Order has not been fully executed. Subject to the other provisions of the Contract, the Contract shall end on the later of: a) complete delivery and acceptance of the awarded item(s); b) the expiration of any specified warranty and maintenance period; c) payment by the Commonwealth for the item(s) received; or d) any Expiration Date identified in the Purchase Order.

This is a one-year purchase order with the option of one (1) one-year renewal.

The Commonwealth reserves the right, upon notice to the Contractor, to extend any single term of the Contract for up to three (3) months upon the same terms and conditions.

XVI. BID AWARD

It shall be understood and agreed that any quantities listed in the solicitation are estimated only and may be increased or decreased in accordance with the actual requirements of the Department of Corrections.

Unless otherwise indicated, the unit price must include all labor, materials, equipment, tools, insurance, delivery fees and all items necessary for the completion of the project. In cases of discrepancies in prices, the unit price will be binding unless the unit price is obviously in error and the extended price is obviously correct, in which case the erroneous unit price will be corrected. All items will be delivered F.O.B Destination. The awarded supplier is responsible for any shipping or delivery costs.

The Commonwealth reserves the right to award by item or on a total Bid basis, whichever is deemed more advantageous to the Commonwealth.

XVII. BID RESULTS

Bids will be opened on the date and time specified in the invitation for bid. Bid tabulations will be posted on the Department of General Services' [eMarketplace](#). Tabulations are for information only and do NOT constitute actual award/execution of a Purchase Order. The results of the apparent bidders and all bids are under review

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until final award of the purchase order.

XVIII. INVOICING

Contractors must adhere to the following invoicing requirements:

The awarded supplier should submit all invoices, as outlined by the Pennsylvania Office of the Budget, as a PDF form, to email address 69180@pa.gov. The following link will provide more information regarding the Office of the Budget's invoicing requirements and resources:

<https://www.budget.pa.gov/Services/ForVendors/Pages/default.aspx>