

**6100064632**  
**Attachment 2**  
**Statement of Work**  
**State Correctional Institution at Pittsburgh**  
**Site Maintenance Services**

**I. SCOPE OF WORK:**

The Department of Corrections (DOC) is no longer occupying the State Corrections Institution at Pittsburgh and requires a contractor to provide light maintenance services at the Institution. The facility consists of 31 buildings with a total area of approximately 587,000 square feet. Buildings in this facility vary between 132 years old while others are 21 years old. The facility is located at 3001 Beaver Avenue, Pittsburgh, PA 15233. A site plan shall be provided upon request.

These bid specifications detail the services, including labor and materials, which a contractor shall perform all measures to maintain security of the facility from outside individuals. Only those individuals approved by the department of Corrections shall have access to the secured parts of the facility

The facility is non-operational with the exception of electrical service.

- A. Safety
- B. Hazardous Material Abatement (where required or if disturbed)
- C. Site Lighting
- D. Snow/Ice Removal
- E. Grass and Brush Control

Questions regarding the technical aspect, bidding or contracting procedures should be directed to Russ Ilgenfritz at [rilgenfrit@pa.gov](mailto:rilgenfrit@pa.gov) or 717-728-3919.

**II. CONTRACT TERM:**

The contract term shall commence upon execution and receipt of purchase order. **This is a one (1) year contract with the option of four (4) one (1) year renewals** upon the same terms and conditions set forth in the contract.

Upon renewal, the Department, based on past performance, may negotiate an increase in the unit prices, by a rate not to exceed 3%, with supporting justification.

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

### **III. SITE INSPECTION:**

A mandatory site inspection will be held at SCI Pittsburgh, 3001 Beaver Avenue, Pittsburgh, PA 15233 on **February 25, 2026 at 11:00AM**. **Prospective bidders shall contact Jim Niehenke, Facility Maintenance Manager, SCI-Pittsburgh at [jniehenke@pa.gov](mailto:jniehenke@pa.gov) or at 724-630-1633 to confirm attendance and identify participation by February 17, 2026** with the names of those individuals who will be attending the mandatory site inspection.

The site inspection is held as it is the responsibility of the contractor, by careful personal examination, to satisfy themselves as to the nature and location of the work, and the character, quality, and quantity of the labor, materials and equipment that will be required. By careful examination of the bid specifications and being in accord therewith, the contractor shall predetermine prosecution of the work, the general and specific location conditions, and all other matters that in any way affect the work under this contract. Failure to become familiar with the contract requirements or to comply with any or all of the requirements of this paragraph shall not be permitted as a basis for any claims made by the contractor, and they assume all responsibility for the faithful performance of the provisions of the contract. All dimension or measurements contained in these contract documents are for the convenience of bidders and must be verified in full by the contractor. A basic site plan will be provided at this time.

Contractors may submit in writing any questions to Russ Ilgenfritz at [rilgenfrit@pa.gov](mailto:rilgenfrit@pa.gov) by COB **March 3, 2026**. All answers will be posted to the Department of General Services website [www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us) by **March 5, 2026**. Answers to questions are not official until they are posted to the website.

### **IV. CONTRACT TASKS – MAINTENANCE SERVICES:**

1. All site utility costs are paid by the Department of Corrections
2. The contractor shall have staffing five days per week between the hours of 6 AM and 6 PM.
3. In the event strong odors are emitting from the drains the contractor shall use a glycol solution in all traps including floor drains.
4. The DOC Manager Jim Niehenke will provide notice to the Contractor(s) prior to any staff or other approved entities entering the facility.
5. No equipment, vehicles, or tools will remain at the facility for any contractor's use.

6. Phone and data, if needed shall be the responsibility of the contractor.

**A. SAFETY:**

1. Fire Safety: maintain clear access for responding emergency responders. All internal fire safety measures (fire sprinkler systems and equipment) have been removed from service.
2. Local Coordination with Fire and Police Authorities: Contractor shall contact and inform all local police and fire authorities regarding the presence of security, the availability of keys, and other fire safety equipment & fire sprinkler systems.
3. Potential Nuisance Hazard: Awarded contractor shall take special precautions to make safe against any trespassers any open structures such as open pits, manholes, tunnels, etc. Provide fencing or covering as required to eliminate all such hazards.

**B. PROTECTION OF HAZARDOUS MATERIALS (WHERE REQUIRED):**

1. There is existing lead paint, asbestos, suspected PCB, mercury and miscellaneous chemicals located on site. Awarded Contractor shall protect and maintain existing hazardous materials as is.
2. Notify DOC Manager of any required abatement or encapsulation. DOC shall engage a certified contractor to perform the work in accordance with all applicable federal, state, and local environmental codes and regulations.
3. At no time shall the contractor perform any abatement; removal or encapsulation of any regulated materials. The contractor shall immediately contact the DOC representative for this contract to identify the issue and to follow direction provided by the representative.

**C. BUILDINGS AND GROUNDS:**

**1. Lighting:**

- a. As directed by the DOC, the contractor shall operate and maintain all exterior lighting on or outside of the secured perimeter.
- b. The Contractor shall maintain a minimum of 25% of the exterior lighting fixtures spread uniformly throughout the facility. All pole mounted site light fixtures for entrance streets, parking lots, and driveways shall be operated and maintained in normal operations capacity.
- c. All light fixtures for entrance streets and driveways shall be operated

and maintained.

- d. Tunnels or access routes to tunnels where potential regulated substances are located shall be off limits to contractors and visitors. Issues requiring entrance to these areas shall be under the direction of the DOC representative.

## **2. Snow/Ice Removal:**

- a. Provide snow and ice removal from site roadways, parking lots, and walkways as necessary to enable access to entire facility to accommodate essential safety, maintenance, security, and inspection services. Snow and ice shall be removed when it becomes a hazard to personnel and/or vehicular traffic. For this contract, any measurable accumulation of snow or ice shall be removed by contractor as soon as possible. Any snow required to be removed for accessibility, safety, maintenance, security, or inspection shall be deposited at a location approved by the DOC Manager, Jim Niehenke.
- b. During inclement weather the contractor shall have a response time of two (2) hours to begin snow/ice removal remediation for the performance of security rounds. The contractor shall remain on site until such time as the weather event has concluded and the facility walking surfaces are safe and passable.
- c. Maintain accessibility of all buildings to local fire, police and emergency authorities.

## **3. Preventative Maintenance:**

The contractor shall provide the necessary management and supervision of the facility. Examples of the work shall include, but not be limited to the following (where applicable):

- a. The maintenance contractor shall conduct safety checks, at a minimum of weekly, to ensure no changes to the structure or security of the existing infrastructure has changed and poses a hazard to any approved visitors.
  - Any changes to the infrastructure including security fencing shall be identified in a report to the DOC Maintenance Manager Jim Niehenke.
  - In the event these findings are minor in nature the contractor can be directed by the contractor manager to proceed with repairs on a time and material basis.
  - All inspections shall occur on daylight shift so as to reduce the potential of injury.

- A record of all inspections shall be maintained by the contractor.
  - The contractor shall send a checklist/monthly report to the contractor manager Jim Niehenke who will forward said reports to the Central Office Bureau of Operations Project Manager representative. Awarded Contractor may be requested to send an example of reports.
  - Provide and utilize an electronic guard tour system or for maintenance inspections on a route that encompasses all areas of the site, general exterior and interior areas of each building for review and approval by DOC Operations Project Manager.
- b. Inspect roofs and remote/secured areas as required by observed or suspected change in conditions. Provide an inspection of all buildings at least once every week by maintenance personnel.
  - c. The inspection shall include an internal and external walkthrough of all building areas. Maintain documentation of inspections detailing inspection staff names, observations, and times of walkthroughs. The inspections shall pay special attention to maintenance issues, and any other items that will cause failures of the buildings or systems. Temporary repairs and measures to reduce damage to buildings caused by any issues discovered during maintenance inspections shall be reported to the contractor manager immediately for direction to proceed.
  - d. Structural Integrity Inspection: Inspect all buildings monthly for leaking roofs or other structural problems, and repair or replace as necessary.
  - e. Maintain, repair, and replace the electrical distribution system from the utility point of entry throughout the entire facility. This shall include transformers, switchgear, motor control centers, panelboards, generators, etc.
  - f. Maintain, repair, and replace security fences and gates to preserve, maintain condition, and prevent unauthorized access.
  - g. Submit maintenance guard tour reports, maintenance inspection documentation, preventative maintenance reports, and repair/replacement work performed on equipment to the DOC Manager on a monthly basis. Report all instances of required emergency maintenance to the DOC Project Manager as soon as possible.
  - h. Contractor is responsible for all costs associated with replacing items that are consumable or replaced on routine basis such as lamps, weather stripping, etc. For failure of non-consumable equipment or fixtures that

requires repair or replacement, the contractor shall obtain approval from the DOC Manager before proceeding. If the work is authorized, contractor will be reimbursed based on a time and material basis. Payment for repair and replacement work shall be contingent upon the contractor following the prescribed method or methods included herein.

- i. Facility drawings are available on site in the event research is necessary for unforeseen weather events.

#### **4. Grass and Brush Control:**

- a. Provide grass and brush trimming services for the entire site in accordance with local zoning ordinances. The length of the lawn shall not exceed 6 inches, and the contractor must mow a minimum of once every two weeks during the growing season.
- b. Additional mowing and trimming may be necessary between the stated intervals to maintain compliance with the City of Pittsburgh and/or Allegheny County regulations.

#### **5. Trash Removal Services:**

- a. The contractor is required to provide and pay for an on-site dumpster to collect and remove any accumulated, transported or deposited trash and debris from the site.

#### **D. ELECTRICAL SYSTEMS:**

##### **1. Electrical Distribution System:**

- a. Maintain the current state of the electrical systems in all buildings. Ensure power is maintained to allow for operation of site lighting, corridor lighting, fans, etc. as required for routine maintenance and security.
- b. Allow local electric company access to building 12 for power transfer as required.

#### **V. Reports and Project Control.**

**A. Status Report.** A periodic progress report covering activities, problems and recommendations. This report should be keyed to the work plan the Offeror developed in its proposal, as amended or approved by the Issuing Office.

- a. Contractor shall submit a monthly report containing the maintenance guard tour reports, maintenance inspection documentation to the DOC Manager. Report all instances of required emergency maintenance to the DOC Manager as soon as possible, but no later than 24 hours after occurrence.

## VI. CONTRACT REQUIREMENTS:

The contractor agrees to comply the following contract terms and conditions, as attached or incorporated by reference:

Attachment 1 – Terms and Conditions, as attached

Attachment 2 – Contract Specifications and Scope of Work, as attached

Attachment 3 – Preventative Maintenance Program, as attached

Attachment 4 – Equipment List, as attached

Attachment 5 – Workers Protection and Investment Certification Form, as attached

## VII. INSURANCE REQUIREMENTS:

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 of the employees of contractor working to fulfill this contract.
- 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 the contract. The amount of bodily injury insurance 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.
- C. Such policies shall name “**The Commonwealth of PA-DOC**” as an additional insured. Prior to the commencement of work under this contract, 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 contract location and a brief description of the contract 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.

## VIII. INVOICING:

Contractors must follow the following invoicing requirements:

- a. Accurately bill the Commonwealth for actual services rendered on all invoices.
- b. Submit invoice to appropriate resource account within 10 business days of completed service.

- c. Comply with Commonwealth / Department of Correction's practices for supplier payments.

The awarded supplier should submit all invoices, as outlined by the Pennsylvania Office of the Budget, as a PDF for to email address [69180@pa.gov](mailto: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>