

# Statement of Work

## 33K Feed Line Service

### I. SCOPE OF WORK:

The Commonwealth of Pennsylvania, Department of Corrections, requires 33K Feed Line Service at SCI Phoenix in Collegeville, PA.

### II. ISSUING OFFICER

Questions regarding the bidding or contracting procedures should be directed towards Ron Schlotzhauer at 610-409-7890, x1470 or [rschlotzha@pa.gov](mailto:rschlotzha@pa.gov).

### III. SITE INSPECTION

A Mandatory Site Visit will be held March 17, 2026 at 9:00 a.m. for vendors that wish to submit a proposal and to view the equipment. Prospective bidders shall contact Rick Delaney at [ridelaney@pa.gov](mailto:ridelaney@pa.gov) or #610-409-7890, x1440 to schedule the site inspection and receive your vendor clearance, no later than 3:00 p.m on March 10, 2026. Non-scheduled visits by representatives of bidders will be denied on reception.

**A site visit prior to bid submission is required and bid responses that are received by Contractors not completing a site visit prior to the bid will be considered non-responsive.**

### IV. CONTRACT REQUIREMENTS

The contractor shall provide all labor, materials, tools and equipment necessary to repair and maintain the 33K Feed Lines from PECO to the State Correctional Institution- Phoenix power stations-CUB. Services will include all support rooms, aerial lines, utility poles and related equipment located on SCI Phoenix property that are required to maintain electrical service to the institution and applicable powered buildings.

In the event of an emergency, the vendor must **report to SCI Phoenix** within a **2-hour time period** from the initial call (or what is agreed upon between SCI-Phoenix and the vendor at the time of the call). An emergency contact phone # must be provided to SCI Phoenix personnel for 24 hours a day/7 days a week contact.

Services shall be performed by the contractor during the normal work week. 7:00 A.M. to 3:00 P.M. Monday thru Friday – EXCEPT if an emergency occurs, or authorized by the institution.

Repair parts shall be furnished by the contractor. All items will be F.O.B. Destination. Also, the Institution reserves the right to furnish repair parts and/or replacement components.

### V. CONTRACTOR REQUIREMENTS

The contractor agrees to comply with Act 442 – Pennsylvania Prevailing Wage Act and all applicable Pennsylvania Department of Labor & Industry rules and regulations.

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**

## **Statement of Work 33K Feed Line Service**

**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. **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.

The Contractor shall abide by all Department of Corrections rules and regulations while on state property.

The contractor's services shall be scheduled at the time acceptable to the Institutions staff.

### **RATE SCHEDULE:**

It is agreed that the rates proposed for the services will be total and final and that the Commonwealth will not pay any additional sums for services over and above the contract rates. There will be no additional charges for travel time, mileage, meals, etc.

## **VI. CONTRACTOR QUALIFICATIONS**

After the bid opening, and prior to awarding the contract, 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 the work involved in this contract.

## **VII. CONTRACT TERM**

The term of the Contract shall commence on the Effective Date (as defined below) and shall end on the Expiration Date identified on the Contract, subject to other provisions of the Contract.

The Effective Date shall be: a) the Effective Date printed on the Contract after the Contract has been fully executed by the Contractor and the Commonwealth (signed and approved as required by Commonwealth contracting procedures) or b) the "Valid from" date printed on the contract, whichever is later.

This is a one-year contract with the option of three one-year renewals.

Should the renewal option be exercised, pricing may change at the time of renewal. The price adjustment must be by mutual agreement between the Department of Corrections and the supplier and must be submitted to the Department of Corrections no later than sixty (60) days prior to the contract end date. All supporting documentation must be submitted with the pricing to justify any price increases.

Upon renewal, the Department, based on past performance, may negotiate an increase in the unit prices, by a rate not to exceed 3%. The Contractor shall provide written notification to the Department no later than sixty (60) days prior to the contract end date.

## **VIII. BID AWARD**

## **Statement of Work 33K Feed Line Service**

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.

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

### **IX. BID RESULTS**

Bids will be opened on the date and time specified in the invitation for bid. Bid tabulations will be posted on the day after the bid opening, on the Department of General Services' eMarketplace website <http://www.emarketplace.stat.pa.us/>. Tabulations are for information only and do NOT constitute actual award/execution of a contract. The results of the apparent bidders and all bids are under review until final award of the purchase order.

### **X. INVOICING**

Contractors must follow the following invoicing requirements:

- a. Accurately bill the Commonwealth for actual services rendered on all invoices.
- b. Submit invoices to appropriate resource account within 10 business days of completed service.
- c. Comply with Commonwealth / Department of Correction's practices for supplier payments.
- d. 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>