



**PENNSYLVANIA STATE POLICE
DEPARTMENT HEADQUARTERS
1800 ELMERTON AVENUE
HARRISBURG, PA 17110**

**IFB 6100064168 BID SPECIFICATIONS
LCE DEO3 HARRISBURG
SNOW REMOVAL**

I-1. Statement of the Project.

1. Snow removal and application of granular deicing material in areas designated by the Station/Office Commander and in compliance with the specifications listed below estimated to be effective upon valid contract and/or purchase order with four (4) one-year (1 yr.) optional renewals.

I-2. Specification and Quantity.

- Snow removal and application of granular deicing material in areas to be designated by the Station/Office Commander. Pennsylvania State Police (PSP) does not accept bids with liquid applications. Bids must be charged by tons, or parts thereof, or bags.
- This is an on-call contract. The station commander or his designee will establish with the vendor the snow removal response. The station commander or his designee shall establish, with vendor, the method required for all employees on site to make **physical confirmation in Snow Removal Service Log** of hours worked.
- Snow removal costs should be based upon the use of a truck/plow and hand shoveling ***if required by the Station Commander***. Vendor must have equipment adequately sized to perform service in efficient manner.
- Commonwealth will pay for only those services rendered. Services are paid per task(s) completed, regardless of the number(s) of equipment or staff utilized to complete the task(s). ***Line item increases to cover extra staff will be denied. Please bid according to true costs per task per hour taking into consideration the number of staff and equipment needed to complete the task.***
- **To reflect true pricing and allow for better budget management, please note the following invoicing clarification:** Bid labor pricing is ***per hour per task***, ***NOT per contractor's employee***.
For example, if the contractor anticipates they will need a crew of 4 to remove snow and must make \$50 per employee to cover costs, the bid will need to be \$200 per hour. Each unit billed will be at \$200/hour and will be invoiced accordingly. PSP will only pay per hour, per task. Your bid will NOT be \$50.00/hr, it will be \$200.00/hr.
- Line item "Application of Granular Deicing Material" should only be used for ice events and in volume that meets, **but does not exceed**, required amounts to maintain safety of the affected areas. Quantity estimates must be provided with bid based on estimated square footage of treated areas.
- Vendor shall visit the site and take into consideration all conditions prevailing that would affect the bid price including the type of granular deicing material as *designated*

by the Station Commander. Deicing material must be bid according to current market values.

- No bids will be accepted without a signed site visit. Each visit must be performed by the entity who will be responsible for invoicing. **If a subcontractor will be engaged, the site visit must still be attended by the official bidding entity who will receive award and subsequent payment for services.** Vendor must visit the site and take into consideration all conditions prevailing that would affect the bid price before bidding.
- Salt deicing material is not to be used on any concrete surfaces.
- Indicator flags/marker flags are required to indicate where parking curbs are, so they are not damaged by plow.
- Contractor and/or approved subcontractor will register in “Snow Removal Service Log” (see attached) upon arrival and departure and provide quantities of material(s) applied. Upon demand, be prepared to provide proof of the material(s) that were used. A physical confirmation in the Snow Removal Service Log is required for all contractor/subcontractor employees for every visit. *Ex. If you must remove snow on two (2) different occasions on the same day, all employees must sign in and out twice.*
- Damage to parking lot surface, sidewalks, curbing, bumper blocks, and lawns to be repaired under the contractor’s insurance requirements.
- No equipment may be stored, parked or otherwise left unattended by supplier on PSP properties when not in use, for any amount of time.
- All subcontractors are held to all standards as prime contractors. Subcontractors must be identified at time of bid submission and approved by PSP contract issuing officer.

I-3. Additional Requirements.

All documents listed below must be submitted with bid. Failure to submit ALL required documentation will deem vendor non-responsive and may cause bid disqualification.

- Site Visit** – A completed site visit form (provided) is required with every bid submission and must be fully completed and submitted with bid to avoid disqualification.
- Cost Matrix** – A cost matrix (provided) must be fully completed and submitted with bid to avoid disqualification.
- Worker Protection** – BOP 2201 Worker Protection form (provided) must be fully completed and submitted with bid to avoid disqualification.
- Small Business Certification** – A Small Business Certification form must be fully completed and submitted with bid to avoid disqualification.
- Insurance Certification** – The below listed documentation must be fully completed and submitted with bid to avoid disqualification. 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:

At bid submission, 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 list the Commonwealth as certificate holder and name the

Commonwealth as an additional insured.

1. **Worker's Compensation Insurance** for all the Contractor's employees and those of any subcontractor, engaged in work at the site of the project as required by law.
2. **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 regarding work performed for the Commonwealth.

CRIMINAL RECORD CHECK

The Pennsylvania State Police (PSP) abides by the Criminal Justice Information Services (CJIS) Security Policy. The policy can be found at <http://www.fbi.gov/about-us/cjis/cjis-security-policy-resource-center/view>. In accordance with this policy, any vendor staff members that will perform janitorial services or be unescorted at a PSP facility must have a Federal fingerprint background check performed before entering the building. The vendor staff members required to have this background check must obtain the required authorization letter from their employer before reporting to a PSP installation to give a full set of fingerprints. The PSP will use the fingerprints to perform a state record check and will then forward them to the Federal Bureau of Investigation for a national criminal history record check. The information obtained from the criminal history check shall be used by the PSP for a fitness determination. PSP will retain records of those individuals who have completed the fingerprint background check.

I-4. Delivery/Service Location.

Pennsylvania State Police
Bureau of Liquor Enforcement
District Enforcement Office No. 3
Sgt. Barry Calhoun
3655 Vartan Way
Harrisburg, PA 17110
(717) 541-7963