

## **Statement of Work Garage Door Maintenance and Repair**

**I-1. Statement of the Project.** The purpose of this Invitation for Bid (IFB) is to establish a contract with a qualified Contractor for the Preventative Maintenance, Inspections, Testing and Repairs and On-Call Repair Service for all garage doors, access gates, operating hardware, and related equipment for the Pennsylvania Department of Transportation (PennDOT) Montgomery County Maintenance Office located at 2005 Swede Road Norristown, PA 19401. The contract shall provide all labor, materials, and equipment necessary to perform the maintenance and repairs of garage doors, access gates, and operating hardware. These doors operate by electric motors, hand-operated chains, manual or a combination of all three operational methods.

- A. Award:** This IFB will be based on the lowest cost provider of the estimated quantities from all bids received that are deemed both responsive and responsible for the project.
- B. Contractor qualification:** After the bid opening and prior to awarding of the contract, the Department has the right to request references (name, addresses, and telephone numbers) of similar work performed in the previous two years as proof of qualifications to perform the work involved in this contract.
- C. Small Business Reserve:** This procurement has been reserved for Small Business Contracting. Only those vendors certified as DGS Small Businesses through the Small Business Contracting Program may submit a quote for these services.
- D. Worker Protection and Investment:** 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 Protection and Investment Certification Form (BOP-2201) and submitted with the bid, proposal, or quote.
- E. Project Management:** The PennDOT Project Manager for this contract will be the Highway Equipment Manager, or their designee. The County management may change the PennDOT Project Manager as they deem necessary.
- F. Pre-Quote Meeting:** Contractor may visit the site during normal business hours Monday through Friday between 7:30 AM and 3:00 PM to review building systems and equipment. Visits may also be scheduled by contacting John Morgan at 610-275-2368.

All potential bidders are strongly encouraged to visit. It will be assumed that the bidders have full knowledge of all existing conditions when submitting their bid.

- G. Estimated Quantities:** All quantities are estimated and may not reflect actual quantities. The Department reserves the right to increase or decrease these quantities based on need.
- H. Project Kick Off Meeting:** The Project Kick-off Meeting will be scheduled by the PennDOT Project Manager or Designee and will occur within ten (10) days after the Fully Executed Purchase Order is delivered to the awarded Contractor. The Contractor's Representative and Contractor's Project Manager and/or Foreperson must be present. The meeting will be held virtually via Microsoft Teams. Topics to be discussed include items such as Contractor responsibility, review of SOW, contract T&Cs i.e.: Insurance, etc.

**I. Contractor Representative:** Contractor must submit within 3 days of apparent low bidder status, the name of a Contractor representative, and the Contractor Representative's 24 hour-a day cell phone number and email address. The Contractor representative serves as the Contractor's project manager.

**I-2. Term of the Project.** The term of this Project shall commence upon issuance of a Contract or Purchase Order to the selected Contractor ("Effective Date") and shall expire on April 30, 2027, with four (4) one (1) year optional renewals. The optional renewal years, if any, will be exercised by Department discretion, so long as PennDOT provides written notice to the Contractor of its intention to renew the purchase order by letter prior to expiration of the term of the agreement, or any extension thereof.

PennDOT may exercise the renewal(s) as an individual year or multiple year term(s). Any renewal will be under the same terms, covenants, and conditions, provided, however, that the rates under the contract may be increased up to 3% during each renewal term. No further document is required to be executed to renew the term of the contract.

PennDOT reserves the right not to execute the renewal option.

No work may begin or be reimbursed prior to issuance of the purchase order. The selected Contractor will be paid after submitting invoices, provided such invoices are in accordance with the work plan and approved by the Commonwealth Project Manager. Final payment will not be made until all Project work has been successfully completed.

The term of this Project may be extended by and at the sole option of the Commonwealth for up to 90 days upon the same terms and conditions where a continued need exists for the services of the selected Contractor and there has been no termination under the terms of the Contract or Purchase Order.

Costs within the quote shall be all inclusive and shall include, but not be limited to personnel, equipment, disposal, transportation, mobilizations, etc.

**I-3. Scope of Work.** The Contractor shall provide all necessary supervision, labor, materials, tools, supplies, parts, equipment, transportation, and technical expertise for the proper operation of all garage doors and access gates including but not limited to tracks, seals, rollers, motors, operators, safety sensor, etc.

**A. Contractor Requirements:**

**1. Preventative Maintenance Services:** Preventative maintenance service shall include the following:

- 1) Inspect doors and access gates and operating hardware for any needed repair work or replacement of parts and especially for signs of misuse or abuse. Inspection information shall be reported to the Project Manager prior to proceeding with any repair work or replacement of parts.
- 2) Lubricate all rollers, hinges, guides, chains, sprockets, gears, grease fittings, shafts, motors and all other operating hardware that may require lubrication.
- 3) Check and tighten all hinges and roller hardware. Replace worn items as necessary.
- 4) Check weather seals.
- 5) Check cables for wear and fraying, replace cables as necessary. Check tension of cables and all connectors.

- 6) Tighten any loose nuts and bolts.
- 7) Check track conditions and alignment. Replace track or sections of track as necessary.

The awarded vendor shall replace all components in-kind. An upgraded part is permitted to be installed if the original component is obsolete. In the event a garage door or operator must be replaced the contractor shall install ones with an equivalent of the existing door or opener. Card reader access control systems are not covered under this contract. The vendor may wire up an existing access reader to an operator replacement only.

Unless otherwise noted, all of the above Preventative Maintenance Services will be performed during the normal workday which is 7:30 AM to 3:00 PM, Monday through Friday, excluding Holidays.

The Contractor shall provide a complete written report following each inspection, providing the detailed condition of the equipment and/or components and recommendations for future service that shall be submitted to the Project Manager or designee prior leaving the facility.

Preventative maintenance parts and materials will be supplied at vendors cost. The cost of materials used will be reimbursable at the actual cost, including applicable tax, shown on vendor's (supplier's) invoices plus 15% markup. Material invoices/receipts shall be required for all parts over \$500.00. The Department reserves the right to request vendor receipts for parts under \$500 for audit purposes. The Department reserves the right to supply the materials to be used in lieu of vendor providing parts.

2. On-Call Repair Service (Non-Emergency): The successful contractor shall be available to provide on-call repair services. On-Call Repair Services performed between the hours of 7:30 AM and 3:00 PM will be paid at the regular hourly rate.
3. Emergency Service: The successful contractor shall be available to provide repair services 24 hour per day, 7 day per week for emergencies. Emergencies would be the operational failure of a garage door or automatic gate in which the facility cannot be secured, or otherwise as determined by the Project Manager. Emergency work outside the hours above and Saturday, Sunday, and Holidays, will be paid at 2 times the normal hourly rate. Example: 3 hours worked during non-scheduled emergency work = 6 billable hours
4. Safety: All necessary safety precautions are the responsibility of the contractor. All work will be performed in a professional, safe, and orderly manner, and in accordance with state and local laws.
5. Work Schedule: Work associated with this project may be performed Monday through Friday. The PennDOT Project Manager or designee may authorize work on Saturday and Sunday, as necessary. Regular hours for scheduled work are 7:30 AM through 3:00 PM.
  - a. No work shall be scheduled to occur on the following holidays unless written permission to do so is provided by PennDOT Project Manager or designee:
    1. New Year's Day
    2. Dr. Martin Luther King Jr. Day
    3. President's Day
    4. Memorial Day

5. Juneteenth
6. Independence Day
7. Labor Day
8. Indigenous People's Day
9. Veteran's Day
10. Thanksgiving Day
11. Day after Thanksgiving Day
12. Christmas Day

The following Monday will be recognized as the day when no work is to be scheduled for all holidays occurring on a Sunday, and the Friday before will be recognized as the day when no work is to be scheduled for all holidays occurring on a Saturday.

- 6.** Locations: Work will primarily be performed at the main county office located at 6160 Potters Lane Pipersville, PA 18957. Work may also be performed at the various support facilities listed below:

<b>Location/Address</b>	<b>Stockpile No.</b>
Swede Road and Johnson Hwy. Norristown, PA 19404	01
51 Gravel Pike Red Hill, PA 18073	16

- 7.** Inspection: All work will be subject to inspection by the Project Manager during the term of this contract. Failure to satisfactorily meet all the requirements of this contract, or the refusal to promptly correct all deficiencies within 24 hours of notification by phone, fax or written (including email), may be cause for termination of the contract.
- 8.** Insurance: The contractor shall purchase and maintain, at its own expense, the required insurance as determined in the Terms and Conditions.
- 9.** Property Damage: The Contractor shall repair or replace any of PennDOT's property, real or physical, or private property damaged during the performance of their duties at no additional cost to PennDOT.

**D. Subcontracting:** Subcontracting is not permitted for this contract.

**E. Confirmation of Services Reporting:** A completed OS-501 (Attachment 1) shall be submitted by the Contractor to the PennDOT Project Manager or designee, for review and verification, on a monthly basis.

1. The PennDOT Project Manager or designee will notify the Contractor if corrections are needed.
2. Each OS-501 shall be itemized, include sufficient detail, and coordinate with the line items of the Purchase Order.

**F. Billing and Payments:** Invoices shall be submitted by the Contractor on a monthly basis. For further instructions regarding invoices, **Billing Requirements** section of the contract Terms and Conditions.

Untimely or incomplete submissions of OS-501 and any required supporting documentation may delay processing of a "proper invoice" as required by the Terms & Conditions.

**I-4. Pay Items.** The Unit of Measure for Pay Items are identified at the bottom of each Pay Item and on the Cost Sheet.

**Pay Item 1: Semi-Annual Preventative Maintenance Services**

DESCRIPTION: This work is the Preventative Maintenance, Inspections, and Testing for all garage doors, access gates, operating hardware, and related as described herein. Services shall be provided at least semi-annually, as directed by the Project Manager.

The awarded contractor shall provide pricing for all products and services included in proposal indicating onetime and on-going costs. Rates shall include all direct and indirect costs such as transportation, supervision, general and administrative costs and profit, etc. Equipment and other parts/products will be billed as indicated below.

PAY ITEM, UNIT OF MEASURE: Each (EA)

**Pay Item 2: Hourly Service/Repair Work**

DESCRIPTION: This work is for as needed service and/or repairs as identified during the preventive maintenance visits or for other on-call repair services as directed by the Project Manager.

Rates shall include all direct and indirect costs such as transportation, supervision, general and administrative costs and profit, etc. Equipment and other parts/products will be billed as indicated below.

MATERIAL: Supply all materials and specialized equipment in accordance with the item labeled Miscellaneous Materials.

PAY ITEM, UNIT OF MEASURE: Hour (H)

**Pre-Determined Amount Items:**

**Miscellaneous Materials**

DESCRIPTION: This work is to furnish approved materials as directed by and to items approved by the Project Manager or Designee.

SERVICE: Furnish as required. Upon request, the Contractor shall provide a cost estimate of the required materials for review and approval by the Project Manager or Designee prior to the beginning of work for all material purchases over \$300.00.

PAY ITEM, UNIT OF MEASURE: Each

A predetermined amount of money (PDA) is indicated for this item. All required equipment or materials that is not specified in the contract will be paid under this item.

The cost of materials used will be reimbursable at the actual cost, including applicable tax, shown on vendor's (supplier's) invoices plus 15% markup.

All material will be replaced in kind. All material will be new and meet all applicable Federal, State, and Township code requirements. The material invoices/receipts shall be submitted with the Confirmation of Services Form (OS-501) for payment approval.

PDA Total Amount: \$7,000