

**SERVICE CONTRACT SPECIFICATIONS**  
**Snow Removal Contract – Troop P, Towanda Station**  
**295 Tomahawk Rd., Towanda PA 18848**  
**PSP Contact: Sgt. Joshua Thompson**  
**570-265-2186**

Snow removal and application of granular deicing material in areas to be designated by the Station/Office Commander. We will no longer accept bids with liquid applications. Bids must be charged by tons, or parts thereof, or bags.

Service Period:   11/01/2021 through 06/30/2022  
                          11/01/2022 through 06/30/2023  
                          11/01/2023 through 06/30/2024  
                          11/01/2024 through 06/30/2025  
                          11/01/2025 through 06/30/2026

THIS IS AN ON-CALL CONTRACT. ALL STATE POLICE FACILITIES NEED TO BE A 1<sup>ST</sup> PRIORITY IN GETTING THEIR PARKING LOTS AND DRIVEWAYS CLEARED DUE TO THE NATURE OF THEIR WORK AND RESPONSE TO EMERGENCY CALLS. THE STATION COMMANDER OR HIS DESIGNEE WILL ESTABLISH WITH THE VENDOR THE SNOW REMOVAL RESPONSE.

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.

Line item “Application of Granular Deicing Material” should only be used for ice events when snow plowing is not necessary.

- 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.
  - SALT DEICING MATERIAL IS NOT TO BE USED ON ANY CONCRETE SURFACES.
- Also, please include indicator flags/marker flags to indicate where parking curbs are so they are not damaged by plow.

Contractor will register in log book upon arrival and departure the hours for service performed and tonnage of material(s) applied. Upon demand, be prepared to provide proof of the amount of material(s) that were used.

Commonwealth will pay for only those services actually rendered. Labor charge to be limited to actual time spent ON SITE. Commonwealth has no obligation to have contractor perform any work or any minimum amount under this contract.

**\*\*\*DAMAGE TO PARKING LOT SURFACE, SIDEWALKS, CURBING, BUMPER BLOCKS AND LAWNS TO BE REPAIRED BY THE CONTRACTOR\*\*\***

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:

- A. **Worker's Compensation Insurance** for all of the Contractor's employees and those of any subcontractor, engaged in work at the site of the project as required by law.
- B. **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 in regard to work performed for the Commonwealth.

Prior to commencement of the work under the Contract 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 name the Commonwealth as an additional insured and shall contain a provision that the coverage's afforded under the policies will not be cancelled or changed until at least thirty (30) days written notice has been given to 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 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.