

PENNSYLVANIA FARM SHOW COMPLEX AND EXPO CENTER SNOW REMOVAL AND SALTING SERVICES

OVERVIEW

The Pennsylvania Farm Show Complex and Exposition Center (FARM SHOW) is seeking a qualified Contractor to provide snow removal and salting services from all Farm Show property real, or leased, as outlined in the specifications and as directed by the Farm Show management staff. Additionally, this bid may include any property under the jurisdiction of the Pennsylvania Department of Agriculture in the immediate Harrisburg vicinity.

The Farm Show is an event facility, which remains open during inclement weather events. It is a priority to clear and maintain the multiple parking lots, sidewalks and entrances throughout the move in, event days and move out timeframes to create a safe environment for the vendors, staff and the public. Our calendar of events can be found on-line at www.farmshow.pa.gov to assist with scheduling.

The FARM SHOW reserves the right to add or delete parking lots and/or spaces during the term of the contract by written notification to the Contractor. The FARM SHOW has first right of refusal to plow, salt the road/sidewalk surfaces for each event.

ISSUING OFFICE

This Invitation for Bid (IFB) is issued by the FARM SHOW, Purchasing and Contract Administration Division, Agriculture Building, 2301 North Cameron Street, Harrisburg, PA 17110, telephone: 717-705-9503; email: croy@pa.gov . Clara Roy-Brown is the Issuing Officer and the sole point of contact at the FARM SHOW for this *IFB – RFX #6100062436 Farm Show Snow Removal and Salting Services*.

FARM SHOW CONTACT PERSON

The Farm Show Contact Person, defined as the Farm Show employee charged with the day-to-day supervision of the performance of the services and who interacts with the Contractor at the work site, is Jason Morgenstern, Building Supervisor, Farm Show Building, 2300 North Cameron Street, Harrisburg, PA 17110, telephone: (717) 877-7026; email: jmorgenste@pa.gov

CONTRACTOR CONTACT PERSON

The Contractor shall provide the Farm Show with a single point of contact for all contract related questions or problems, including requests for additional services, invoice issues, etc. Immediately upon notification of award, the Contractor shall provide the Farm Show with contact information of a primary and secondary contact to include the name, address, telephone number and email address of these individuals.

NATURE AND SCOPE OF THE PROJECT

The Pennsylvania State Farm Show and Expo Center is requesting bids for the Complex Snow Removal Service. Services are to include all labor, equipment, and supervision to push snow, sleet, ice, or any combination thereof off the drive lanes, parking areas, sidewalks, along curbing, in between ticket booths, in between bollards, at and off docks/ramps, steps and walking surfaces of the lots identified in the attachment. For each snow event, the scope of work may not be all inclusive. It will depend on the show schedule and parking areas being used. This service must be furnished at any time of the day or night, including weekends and holidays. The successful contractor must furnish the Building Maintenance Supervisor with a telephone number where the contractor can be contacted twenty-four (24) hours a day.

The successful contractor must provide personnel, equipment, and operators within a two-hour period after notification by the Farm Show Director or his/her authorized representative. Snow plowing and the removal of the snow will be under the supervision of the Building Maintenance Supervisor or his/her authorized representative.

The Farm Show Complex is an event facility, so in addition to being on site with a two-hour window, the successful contractor must have sufficient, well maintained and appropriate size and age of equipment to clear the lots within a several hour window and maintain them during larger snow events.

The successful contractor must meet with the Building Maintenance Supervisor or his/her authorized representative at the beginning of the requested work to discuss priority removal areas, timelines, duration and show environment.

The contractor will be responsible for marking areas with stakes for plowing, spreading of snow and ice control material, and snow removal on all road surfaces, and parking areas.

The Farm Show will provide the marking sticks, road and sidewalk salt.

Services shall be available on a continuous 24 hours per day, 7 days per week basis. The Contractor will be required to regularly inspect the property during snow events or ice storms, in conjunction with discussion and requests from the Farm Show designee to determine what snow clearing or ice control operations need to commence and the duration. Contractor will be responsible to continue snow plowing and ice control operations until bare pavement has been exposed and the snow event has finished. It is the responsibility of Contractor to ensure the site has been properly cleared from curb to curb. In addition, Contractor shall be required to begin services within two (2) hours of any service request from the Farm Show.

Plowed snow must not be piled to interfere with emergency exits, or in any manner impede emergency access to any buildings. All effort must be made to keep all parking spaces, bus lanes, fuel tanks and entrances accessible.

The snow disposal site is located on Farm Show property and will be designated by the Building Maintenance Supervisor. If the Farm Show designated disposal site becomes filled; the location of an alternate disposal site shall be mutually agreed to by the successful contractor and the Farm Show Director.

MANDATORY SITE VISIT

Prior to submitting a bid, ALL potential Contractors shall be required to visit the Farm Show Building to completely familiarize themselves with the needs and requirements of this IFB. During this visit, questions and answers will be permitted. If questions cannot be fully answered on the day of the site visit, an Addendum will be posted to the IFB. Potential Contractors should contact Jason Morgenstern, Building Supervisor at 717-877-7026 to arrange for a site visit.

ATTACHMENT #1 PROOF OF SITE VISIT must be signed by the party performing the site visit plus the Farm Show official verifying the visit. Failure to return the signed Attachment #1 with your IFB will disqualify your bid.

ADDENDA TO THE IFB

If the Issuing Office deems it necessary to revise any part of this IFB before the bid response date, the Issuing Office will post an addendum to the DGS website at www.emarketplace.state.pa.us . It is the Contractor's responsibility to periodically check the website for any new information or addenda to the IFB.

RESPONSE DATA

Contractors will submit their bids through the PA Supplier Portal ("Portal") <http://www.pasupplierportal.state.pa.us/> .

BID

To be considered, submit your bid through the Portal on or before November 27, 2024. Bids not received on time shall be rejected.

The following documents must be included with your bid. Failure to include these required documents will be considered a non-responsive bid and result in bid rejection.

1. Attachment #1 – Proof of Site Visit Form	Referenced on Page 3
2. Attachment #2 – Customer References	Referenced on Page 5
3. Attachment #3 – Equipment List	Referenced on Page 3
4. Attachment #4 -Bid Item Sheet	Reference on Page 4
5. Insurance Certificate	Referenced on Page 5
6. Attachment #6 -Workers Protection	Referenced on Page 6

EQUIPMENT LIST

Complete **ATTACHMENT #3 EQUIPMENT LIST** with the equipment the Contractor proposes to utilize in the performance of snow removal and salting. The equipment should be identified as to type, make/model/year, and the capacity of each unit.

1. Bidders will provide the Farm Show Commission with a list of all proposed equipment to be used on Chart A, of which, specified pieces will be immediately available when needed for snow removal as per the requirements of this contract. The equipment must be able to push a large amount of snow at one time, in addition, equipment to plow drive lanes, around parked cars and in tight areas. A large truck style salt spreader will be needed to salt all the parking areas. Smaller equipment will be needed for sidewalks and entrances.
2. Numbers of pieces of equipment required for the completion of the work will depend upon the amount and severity of the snowfall and the need for the Farm Show management to have the property cleared of snow.
3. The successful contractor will provide a list all equipment they propose to use on the Equipment and Manpower Supply Chart. Your bid will not be accepted if the Farm Show does not feel that it will meet its needs.
4. The Successful Contractor will be permitted to subcontract **"or approved equal"** equipment for the completion of the required work, however, all subcontracted equipment must be approved in writing by the Farm Show Director or his/her designated representative prior to using the piece of equipment.

If, in the judgement of the Farm Show Management any of the equipment provided for the completion of this work is of inferior operating capabilities to complete the work, that (those) piece (pieces) of equipment must be withdrawn from the use and must be replaced with a piece of equipment that is of operating capabilities satisfactory to Farm Show management for the effective and efficient completion of this work.

5. Contractor provides list of equipment they plan to use. The bidder must provide the brand names and model numbers of the payloaders anticipated to be used in completion of the required work, at the time of bidding.

BID ITEM SHEET

Prospective Contractors must complete the bid item sheet according to the instructions. All light blue fields must be filled in. The **ATTACHMENT #4 BID ITEM SHEET** must be included with your bid. The prospective Contractor will also, submit bid cost electronically thru e-Market Place Portal.

CUSTOMER REFERENCES

Prospective Contractors must complete and submit **ATTACHMENT #2 CUSTOMER REFERENCES** with their bid to provide a minimum of three references for which they have plowed and removed snow within the last two years. References should include customer name, address, telephone number and contact persons. The FARM SHOW reserves the right to contact any or all references listed by the Contractor.

INSURANCE

For each year of the contract, the selected Contractor shall furnish a Certificate of Insurance indicating that the following insurance coverage is in force during the term of the contract. Documented evidence, such as a Certificate of Insurance or other proof acceptable to the FARM SHOW, that insurance will be extended to the Contractor must accompany the bid. Such policies shall name the FARM SHOW as an additional insured on certificates when issued and contain a provision that coverage afforded under the policies will not be canceled or changed until at least thirty (30) days prior written notice has been given to the FARM SHOW:

- a. Workers' Compensation Insurance sufficient to cover all the Contractor's employees working to fulfill this contract in accordance with the Worker's Compensation Act of 1915 and any supplements or amendments thereof.
- b. Comprehensive General Liability Insurance and Property Damage Insurance. The limits of such insurance shall be not less than \$1,000,000.00 for injury to or death of one person in a single occurrence and \$3,000,000.00 for injury to or death of more than one person in a single occurrence and \$500,000.00 for a single occurrence of property damage.
- c. Commercial Automobile Insurance. The limits of such insurance shall be not less than \$1,000,000 for a single occurrence.

WORKER PROTECTION AND INVESTMENT EXECUTIVE ORDER

This procurement is subject to [Executive Order 2021-06 Worker Protection and Investment](#). Bidders must complete **ATTACHMENT # 6 – BOP-2201 Worker Protection and Investment Certification Form** and submit with the bid.

LAWS AND ORDINANCES

The Contractor's work performance under this contract shall comply with all state and local laws and ordinances which relate to work and public protection and will be subject to inspection by those having authority for their enforcement.

METHOD OF AWARD

This will be a single award Contract to the best value responsive and responsible bidder, whose bid will be determined by the ability to provide snow removal service and the cost for all requirements and criteria set forth in this IFB.

REJECTION OF INVITATION FOR BID QUOTES

The FARM SHOW reserves the unqualified right to reject any and/or all bids received as a result of this IFB, to waive technical defects or any informality in bids and to accept or reject any part of any bid if, in its judgment, the best interest of the Commonwealth is thereby served.

TERM OF CONTRACT

The Contract shall commence on the Effective Date, which will be defined in the Notice to Proceed and reflects the last date on which all required Commonwealth approvals are received and will continue until June 30, 2025. The Farm Show reserves the right to renew this contract for four (4) additional one (1) year periods, by mutual consent of both parties. A percentage increases of the *quoted prices on the Bid Item Sheet will be permitted at no greater than a 3% increase each renewal period*. There will be no annual increase to the Preparedness Service Fee.

TERMS AND CONDITIONS

The Contract resulting from this IFB shall be governed by the Commonwealth's Standard Contract Terms and Conditions.

PRIME CONTRACTOR RESPONSIBILITY

The selected Contractor shall be required to assume responsibility for all services offered in this IFB. Further, the FARM SHOW will consider the selected Contractor to be the sole point of contact with regard to contractual matters.

SUBCONTRACTING

Any use of subcontractors by the Contractor must be identified in the bid. During the project period, use of any subcontractors by the selected Contractor not previously identified in the bid must be approved in writing by the FARM SHOW prior to any work being done.

The selected prime Contractor shall be responsible for all services offered in its bid whether or not it produces them. The prime Contractor shall be the sole point of contact with regard to contractual matters.

INCURRING COST

The FARM SHOW is not liable for any cost incurred by anyone prior to issuance of a contract. The FARM SHOW will pay the Contractor only for services rendered at the rates stated in the contract.

SAFETY PRECAUTIONS

The selected Contractor shall exercise all possible precautions in the selection and use of materials and equipment in order not to adversely affect human health, the building, or the property contained within. Where necessary, the Contractor shall post warning signs calling attention to the presence of an unsafe condition(s) within the work area.

Any damage to parking lot surface, sidewalks, curbing, bumper blocks and lawns to be repaired by the contractor. It is the responsibility of the contractor to repair any damage caused by error negligence, to any structures, road surfaces, sidewalks, curb, fixtures, utility poles, signage, grassy areas, landscaping, or state owned or personal vehicles.

CONTRACTOR LIABILITY

The selected Contractor shall exercise safe practices and due diligence in the operation of all equipment to avoid damage to FARM SHOW property (owned and leased), property of others, and injuries to personnel. If, due to the fault or negligence of the Contractor, his agents or employees, any FARM SHOW property (owned and leased), and/or property of others is damaged during performance of this contract, the Contractor shall be liable for such loss or damage and the FARM SHOW at its option, may either require the Contractor to replace or repair all property damaged at the Contractor's expense, or reimburse the FARM SHOW for the full replacement value of the property or repair costs.

The Contractor shall be responsible for the safety of its employees and for any injury or damage done to or by them.

Any damage to parking lot surface, sidewalks, curbing, bumper blocks and lawns to be repaired by the contractor. It is the responsibility of the contractor to repair any damage caused by error negligence, to any structures, road surfaces, sidewalks, curb, fixtures, utility poles, signage, grassy areas, landscaping, or state owned or personal vehicles.

SPECIAL CONDITIONS - BID AWARD

CONDITION #1 - PREPAREDNESS SERVICES FEE

The Department of Agriculture, Bureau of Farm Show will agree to pay a Preparedness Services Fee in the amount of \$_____ (not to exceed \$10,000.00) to be returned to the successful contractor by the following procedure. The fee shall be considered to be a guarantee that the successful contractor shall have on-site the required equipment to remove snow at the Complex as will be necessary according to weather conditions. This fee shall be in effect at the beginning of each snow removal season*. At a minimum, equipment must remain on site from November 1st to March 31st for the initial year of this contract and each renewal year. (*These dates as included may be reasonably negotiated with the Director, Bureau of Farm Show or his /her designated representative, depending upon projected weather conditions).

A. Related to Actual Snow Removal

1. The preparedness services fee shall be charged against the actual cost of snow removal as per the terms of this contract until the preparedness services fee amount is fully absorbed.
Example: Preparedness services Fee \$1,000; Lot 1/ 1"-7" \$100.00/rate x 10 hrs = \$1,000; \$1,000 will be paid to the successful contractor for services rendered according to the contract specifications. Therefore, no preparedness services fee would be returned at the end of the snow removal season.

B. Related to No Actual Snow Removal

1. If no snow removal is required according to the terms of this contract, the full preparedness services fee shall be paid to the successful contractor as the fee for the guaranteed supply of equipment.

C. Payment and Preparedness Services Fee

1. The preparedness services fee as listed in Condition #1 shall be paid to the successful contractor as soon after November 1 as an invoice is received and the Bureau of Farm Show can process said invoice. Section A&B of Condition #1 shall be adhered to. This preparedness services fee

shall be evaluated and combined as part of the total weighted amount for bid award according to the following chart:

Preparedness Service Fee Amount	Weighted %
\$0.00 to \$2,000	100%
\$2,001 to \$4,000	80%
\$4,001 to \$6,000	60%
\$6,001 to \$8,000	40%
\$8,001 to \$10,000	20%

CONDITION #2 - BID AWARD

The Preparedness Service Fee shall be evaluated and combined as part of the total weighted amount for bid award according to the following calculation. **Attachment #4 Bid Item Sheet** will be 90% and the **(preparedness services fee)** will be 10%. The **Preparedness Service Fee** shall not exceed \$10,000.00. The qualified bidder submitting the lowest combined total weighted amount will be awarded the contract.

CONDITION #3 – RENEWAL CLAUSE

All work required will be performed between the date the Department receives a fully executed Contract and June 30, 2025. However, provided at the end of the primary term of Contract, if the successful Contractor is not in default of any Terms or Conditions, this Contract may be renewed for four (4) additional one (1) year periods, by mutual consent of both parties at the following submitted percentage increases.

INVOICING

Upon award of the Contract, a Purchase Order (PO) will be issued. Upon delivery of items(s) or service(s), the supplier will be required to create and submit their invoice(s) via the Portal. Invoices must include the PO number and all charges must be itemized, providing the description and date. Amounts charged must match the charges reference on the IFB and the PO line item. Invoices will only be paid if record of services and/or materials provided is documented and confirmed by the FARM SHOW.

The Contractor shall submit an invoice for each twenty-four (24) hour period of snow removal. This invoice period will be from 12:01 a.m. each day through 12:00 midnight of the same day. This invoice shall clearly define the following information regarding equipment utilized for snow removal:

- A. Date when work was performed, from 12:01AM to 12:00 Midnight and location
- B. Description – this item is the Description of Service provided. (ie. (1) Snow Removal 1”-7”)
- C. Rate per inch or per event: This amount includes bid item sheet rates. (see attached bid item sheet)

EXAMPLE

Date	Description of Services	Category # of Inches		Rate per Inch	=	Total Cost
_____	_____	_____	X	\$ _____	=	\$ _____

It shall be the sole responsibility of the successful contractor to provide easily discernible daily equipment work sheets and daily invoices so as to expedite payment for services.

PAYMENT

- a. The FARM SHOW shall put forth reasonable efforts to make payment of undisputed amounts billed, less applicable credits, within 30 days of receipt of a proper invoice. A "proper" invoice is not received until it has been submitted to the Portal and the FARM SHOW accepts the service as satisfactorily performed and goods satisfactorily received.
- b. The FARM SHOW will make contract payments through Automated Clearing House (ACH).
 - 1) Within 10 days of award of the contract the Contractor must submit or must have already submitted their ACH information within their user profile in the Portal.
 - 2) The Contractor must submit a unique invoice number with each invoice submitted. The unique invoice number will be listed on the FARM SHOW's ACH remittance advice to enable the Contractor to properly apply the State agency's payment to the invoice submitted.
 - 3) It is the responsibility of the Contractor to ensure that the ACH information contained in the Portal is accurate and complete. Failure to maintain accurate and complete information may result in delays in payment.