Invitation to Bid

PennDOT District 11-1 Mat and rag rental/service

Statement of Work

I. GOVERNING SPECIFICATIONS

A. **Purpose of the RFQ:** To procure a Contractor for mat and rag rental services for the PennDOT Engineering District 11-1 at 51 Fox Chapel Road, Pittsburgh, PA 15238 in Allegheny County.
B. **Concurrent contracts:** PennDOT reserves the right to solicit IFB's and award work for additional contracts or Contractors, to run concurrently with this contract, under different payment type structure such as lump sum and or different units of measures.
C. **Contractor qualification:** The Contractor must have an Established (longer than 1 year) Mat Cleaning Service Company.
D. **Pre-Quote Meeting:** There will be no pre-quote meeting for this IFB. Site visit is permitted upon request.
E. **Contract Term:** The initial term of the resulting PO shall be 24 months from the validity start date of the fully executed purchase order. The term may be extended for an additional 24 months at the department's discretion upon written notification of the awarded vendor. Should the Department seek to exercise a contract renewal option, the vendor will be sent a renewal notice at least 90 days prior to the end of each validity period. The department reserves the right to extend any single term, upon written notification to the vendor, of the resulting PO up to 90 days.
F. **Escalation:** In the event the department chooses to exercise the renewal term, the awarded vendor may receive an escalation of up to 4% over the bid price from the initial term determined by the department.
G. **Project Management:**
   1. The PennDOT Project Manager for this contract will be the County Equipment Manager or their Designee. The County management may change the PennDOT Project Manager as they deem necessary.
   2. Within 24 hours after receiving notification of award the awarded Contractor must submit, the Contractor Information Form. The

requested information must contain the name of the Contractor representative, the Contractor's Representative's 24 hour-a-day cell phone number and email address to nsebasovic@pa.gov.

3. Contractor Communications: Contractor will ensure a cell phone is always available at the job site, as a means of communication with the PennDOT Project Manager or designee.
4. Notification of Work and Project Mobilization:
    a. The PennDOT Project Manager or designee will give notice of work to the Contract Representative via email, phone or in person. Upon the submission of the notice of work, the Contractor will have 10 days to deliver all requested mats and rags unless otherwise approve by the PennDOT Project Manager or department designee. Should the Contractor fail to mobilize and provide the requested items within the prescribed time, the Contractor may be declared in "Default" and their contract may be subject to cancellation as prescribed in the Terms and Conditions for this IFB.
5. Project Kick-Off Meeting: The Project Kick-off Meeting will be scheduled by the PennDOT Project Manager or designee and will occur within 5 Business days after the Fully Executed Purchase Order is delivered to the awarded Contractor. The Contractor's Representative designee must be present. The meeting will be held at the Allegheny facility. Topics to be discussed include delivery, ordering procedures, placement of mats and completion of forms.
6. Work Schedule:
    a. Work associated with this project may be performed Monday through Friday. The PennDOT Project Manager or designee may authorize work on Saturday or Sunday, as necessary. No work shall be scheduled to occur on the following holidays unless written permission to do so is provided by the 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. Independence Day

6. Labor Day
7. Columbus Day
8. Veteran's Day
9. Thanksgiving Day
10. Day after Thanksgiving Day
11. 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.

H. General Requirements:

1. Contractor shall furnish and place clean mats and rags bi-weekly. Indoor and outdoor mats should provide generous coverage to contain and absorb water. All mats should have either a non-slip vinyl or rubber backing to keep matting in place over virtually any surface and prevent potential slips and falls.
2. Contractor shall maintain all equipment in good condition, subject to acceptance by PennDOT, prior to and during use in connection with this contract.

I. Service Details:

1. Allegheny Co. PennDOT is in the process of bidding our mat and rag rental service for the facility. Mats will be placed in office and equipment repair areas and will be subject to heavy soiling, oils, greases and lubricants on a daily basis. The Specification for this service are listed below. All RFQ submissions must be entered Electronically via the PA Supplier Portal. Please email lbinotto@pa.gov with any questions pertaining to this IFB.
2. Initial Issue:
   a. Mats – Black or gray rubber backed mats are to be placed according to directed sizes in designated areas. Mats should be durable material that has a textured top surface that provides an aggressive scraping action in garage and maintenance office areas, contain a generous coverage to contain and absorb water and have a non slip-resistant surface for foot and wheeled access within

high-traffic environments over multiple surfaces and prevent potential slips and falls. Clean and dry mats are to be replaced in specified locations bi-weekly.

b. Rags – The awarded vendor shall provide 655 12” x 12” cotton shop towels every two weeks. Red color is preferred but other colors are acceptable. The awarded vendor shall provide receptacles for clean and dirty towels. The awarded vendor shall pick up dirty towels and replace with laundered towels bi-weekly. The department will not be held financially responsible for damaged towels. Unserviceable rags will be replaced at no extra charge when turned into vendor. Replacement cost at bid price will apply to rags lost by Department personnel.

3. Laundering Services:
   a. Pick Up’s and Drop Offs
      i. The awarded Vendor shall choose the day of the week M-F (7am – 3pm) to deliver and pick up mats and rags. Vendor must arrive on that same day every other week of the initial 24 months. Of the contract, and every term thereafter. Vendor must bring back cleanly laundered items bi-weekly. Vendor must choose alternate days of service when a PennDOT observed holiday falls on the service day.

J. Estimated Quantities: All quantities are estimated and may not reflect actual quantities. The estimated quantities are indicated on the IFB. PennDOT reserves the right to award any or all of the Pay Items on the Cost sheet.

K. Equipment: The awarded vendor shall provide all equipment necessary to transport, launder, repair or alter any items being provided to the department. The vendor shall incorporate all aspects of service and delivery into the bi-weekly service of items. The initial issue of any item is subject to inspection.

L. License and Certification Requirements: The awarded vendor shall be responsible for any costs and obtaining any licenses or certifications needed to rent, transport and launder items they are providing to the Department.

M. 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.

N. Reporting:

1. **Confirmation of Services Reporting**
   a. A completed **Confirmation of Service Form** (Form OS-501) shall be submitted by the Contractor to the PennDOT Project Manager or designee, for review and verification, on a bi-weekly basis.
   b. The PennDOT Project Manager or designee will notify the Contractor if corrections are needed.
   c. Each Form OS-501 shall be itemized, include sufficient detail, and coordinate with the line items on the Purchase Order.
2. **Reporting Forms Modifications:** PennDOT reserves the right, throughout the life of the contract, to make changes to Form OS-501, including instructions, content, and all other requirements.

O. Billing and Payments:

1. Invoices shall be submitted by the Contractor on a bi-weekly basis for further instructions regarding invoicing, see the contract Terms and Conditions.
2. Untimely and incomplete submissions of Form OS-501 and any required supporting documentation may delay processing of a "proper invoice" as required by the IFB's Terms and Conditions.
3. Material contingency: The Department shall add an additional dollar amount of $1,000.00 to each rolling calendar year on the awarded PO. This is to be used for any unforeseeable issue that may arise during the course of the contract. Prior to billing at this time, a vendor must seek written permission from the County Equipment Manager to do so.
4. PennDOT is tax exempt – no taxes are to be included in bid price.

P. Worker Protection: 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 bid, proposal or quote.

Q. Exhibits:

Along with the submission of the Worker Protection form, the following forms must be completed and attached as part of the bid package if applicable:

- Trade Secret – Confidential Proprietary Information Form
- Reciprocal Limitations Act Requirements (GSPUR89)
- Iran Free Procurement Certification Form
- Domestic Workforce Utilization Form
- Contractor Information Form

II. PAY ITEMS

Note: The Unit of Measure for Pay Items are identified at the bottom of each Pay Item and on the Cost Sheet. The Unit of Measurement reflected on the Purchase Order will reflect "each".

Pay Item 1:

As specified in section 1-2-a clean mats are to be replaced bi-weekly by size and in locations set by the department. Size 3 x 5, rubber backed.
Unit of Measure = Each, vendor cost per mat bi-weekly.

Pay Item 2:

As specified in section 1-2-a clean mats are to be replaced bi-weekly by size and in locations set by the department. Size 4 x 6, rubber backed.
Unit of Measure = Each, vendor cost per mat bi-weekly.

Pay Item 3:

As specified in section 1-2-a clean mats are to be replaced bi-weekly by size and in locations set by the department. Size 3 x 10, rubber backed.
Unit of Measure = Each, vendor cost per mat bi-weekly.

Pay Item 4:

As specified in section 1-2-b clean rags are to be replaced bi-weekly by size and in locations set by the department. Size 12” x 12”, red shop towels. The awarded vendor shall maintain a pool of 655 towels in our garage at all times. Soiled towels are to be laundered bi-weekly.

Unit of Measure = Each (1 towel) vendors cost for 1 of the 655 red towel rental and laundering service I.E. the vendor must bid their cost for the 1 towel per bi-week. If a vendor bids $.01 per towel they are able to bill as (655 towels @ $.01 each bi-week). If awarded, the vendor would be paid $6.55 bi-weekly.

Pay Item 5:

As specified in Section 1-O-3, prior to billing to this line. A vendor must seek written approval from the County Equipment Manger to do so. The price of this line is set and cannot be bid upon.