

STATEMENT OF WORK

(1) RINNAI i150SN WALL MOUNTED PROPANE BOILER MIRA LLOYD DOCK RESOURCE CONSERVATION CENTER Centre County

I. SCOPE OF WORK:

The Department of Conservation and Natural Resources, Bureau of Forestry, Mira Lloyd Dock Resource Conservation Center requires a vendor to remove existing boiler, furnish and install one (1) new Rinnai i150SN greenhouse boiler.

***** Please note that this is a No-Substitute Solicitation *****

The contractor's bid price shall include all labor, tools, insurance, transportation, delivery, handling charges, and any other items necessary for the completion of the contract tasks.

Questions regarding the technical aspects of this bid should be directed to Annetta Ayers at 814.364.5150 or aayers@pa.gov or Amanda Penn at 814.364.5150 or ampenn@pa.gov. Questions regarding the bidding or contracting procedures should be addressed to Lynda Cashner at 717.783.4884 or lcashner@pa.gov.

II. CONTRACT TASKS:

Remove and properly dispose of old boiler equipment. Furnish and install new Rinnai i150SN wall mounted boiler (including gas and drainage lines). Specifications below. Information sheet (Attachment A) for boiler model is attached.

- A. Remove and properly dispose of old propane boiler.
- B. Furnish and Install wall mounted propane boiler.
 - 1. Model: Rinnai i150SN wall mounted propane boiler as described in Attachment A, Boiler Information Sheet.
 - 2. Installation includes: autofill with backflow preventer, super vent, expansion tank, 3-speed boiler pump, two (2) new ECM zone circulator pumps, zone switching relay panel, thermostat with wired remote sensors, dirt trap on return, drain/purge line on returns, new gas line to accommodate new location of boiler, pvc venting to outdoors through gable, and drain line to floor drain.
 - 3. Operate and verify new boiler is functioning to specifications.

III. DELIVERY:

The delivery of the boiler and all required parts and hardware must be between Monday and Friday, 8am to 4pm.

Delivery Address: Mira Lloyd Dock Resource Conservation Center
137 Penn Nursery Road
Spring Mills, PA 16875

Any damages occurring during delivery caused by the vendor's personnel must be repaired to the satisfaction of the Department's representative and at the vendor's sole expense.

IV. CONTRACTOR REFERENCES AND QUALIFICATIONS:

After bid opening and prior to awarding of the contract, the Department has the right to request three (3) references (names, addresses and telephone numbers) of similar boiler removal, furnish, and install services performed in the previous three (3) years as proof of qualifications to provide the services involved in this contract.

References are an optional tool available to the Department to help determine bidder capabilities. If any of these references are requested and the bidder cannot supply the necessary documentation and proof of compliance, the Department reserves the right to reject the bidder. The decision to both request references or reject bidders based on inadequate references will be made solely at the discretion of the Department.

V. INSURANCE REQUIREMENTS:

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. **Workmen'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.
- 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 Commonwealth of PA 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.

The Commonwealth shall be under no obligation to obtain such certificates from the Contractor(s). Failure by the Commonwealth to obtain the certificates shall not be deemed a waiver of the Contractor's obligation to obtain and furnish certificates. The Commonwealth shall have the right to inspect the original insurance policies.

A copy of the insurance certificates must be emailed to the procurement contact at lcashner@pa.gov.

VI. Contract Term:

The contract shall commence upon receipt of a fully executed purchase order and will terminate June 30, 2025.

VII. BID AWARD:

Bidder must complete and include the following along with their electronic bid response:

- A.** A properly executed Reciprocal Limitations Act form that lists the state of manufacture for any supplies procured.
- B.** A properly executed Worker Protection and Investment Certification Form.

Bids will be awarded based on lowest total sum.

The contract quantities herein are estimated only and may increase or decrease depending on the needs of the DCNR.

Please note that the Department will only accept out to two (2) decimal points when entering your pricing.

VIII. PAYMENT TERMS:

Payment will be provided upon receipt of approved products, service and invoice.

This contract will be paid by Automated Clearing House (ACH), commonly referred to as direct deposit. Contactor should review Section V.22 CONTRACT-016.2 Automated Clearing House (ACH) Payments of the Commonwealth's Terms and Conditions for complete details and contractor's responsibilities.

IX. RECEIPT AND OPENING OF BIDS:

Bids must be submitted via the PA Supplier Portal, to be found at:

www.pasupplierportal.state.pa.us.

Faxed, emailed and mailed bids **will not** be accepted.

No responsibility will be attached to any employee of the DCNR for the premature opening of, or the failure to open, a bid for any reason whatsoever.

X. INVOICES:

Invoice format must be in accordance with the IFB – Invitation for Bid.

All invoices for this contract **MUST** either be:

A. Emailed to the following for a Paperless Email Invoice Option to: 69180@pa.gov.

For information the Commonwealth's E-Invoicing Program, visit:

<http://www.budget.pa.gov/Programs/Pages/E-Invoicing.aspx#.Vnmr06M06Uk>

B. Or mailed to the following address: Commonwealth of PA – PO Invoice
P.O. Box 69180
Harrisburg, PA 17106

All invoices must include the purchase order number. The company name and address listed on the purchase order also must be listed on each invoice. Failure to provide this information may result in a delay of payment.

Please Note: Contractors are reminded to **NOT** include employer identification numbers, Social Security Numbers, bank account information, or other personally identifiable information on their invoices. That information is uniquely tied to your SAP Vendor Number and, for security purposes, should not be explicitly stated on an invoice.

XI. BID RESULTS:

Bidder can obtain bid results by accessing www.emarketplace.state.pa.us/. The bids will be posted as soon as practicable following the bid opening. The results are the apparent bidders, and all bids are under review until final award of the purchase order.