

## STATEMENT OF WORK

### KIOSK FRAMES

#### MIRA LLOYD DOCK RESOURCE CONSERVATION CENTER

137 Penn Nursery Road

Spring Mills, PA 16875

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 furnish Kiosk Frames.

Questions regarding the technical aspects of this bid should be directed to Fran Chadick, Assistant Wood Products Manager, at 814.364.5150 or [fchadick@pa.gov](mailto:fchadick@pa.gov). Questions regarding the bidding or contracting procedures should be addressed to Lynda Cashner at 717.783.4884 or [lcashner@pa.gov](mailto:lcashner@pa.gov).

#### II. CONTRACT TASKS:

Furnish the following Kiosk Frames - Aluminum Fabricated Parts Only.

All parts will have a black satin hardened finish.

Awarded Vendor to provide pre-production drawings for approval to Fran Chadick, Mira Lloyd Dock Resource Conservation Center.

#### A. Quantity (4) Single Panel Kiosk - Refer to Attachment A Project Figure Attachments, Figure A

1. Each Bulletin Board Case Single Panel Kiosk kit must include:

a. (1) One 36.5" w x 48.5" h Bulletin Board Case

*(Refer to Attachment A Project Figure Attachments, Figure A-1)*

Bulletin board has two keyed locks opposite hinge side and includes (2) sets of keys for bulletin case; Visual area: 30.5" w x 42.5" h

b. (2) Two Leg Anchors with Aluminum Tubes, 22.5" total length

*(Refer to Attachment A Project Figure Attachments, Figure A-2)*

c. (4) Four 2" x 4" 90-degree clip angles welded to the sides of the case

*(Refer to Attachment A Project Figure Attachments, Figure A-1)*

#### B. Quantity (3) Triangular Panel Kiosk with roof - Refer to Attachment A Project Figure Attachments, Figure B

1. Each 3-Bulletin Board Cases Triangular Panel Kiosk with roof kit must include:

a. (3) Three 36.5" w x 48.5" h Bulletin Board Case

*(Refer to Attachment A Project Figure Attachments, Figure B-1)*

Bulletin board has two keyed locks opposite hinge side and includes (2) two sets of keys for bulletin case; Visual area: 30.5" w x 42.5" h

- b. (1) One Aluminum Roof Rafter Spider  
(Refer to Attachment A Project Figure Attachments, figure B-2)
- c. (3) Three Leg Anchors with Aluminum Tubes, 22.5" total length  
(Refer to Attachment A Project Figure Attachments, figure B-3)
- d. (24) Twenty-Four 3/8" Drive Rivets
- e. (6) Six 11.5" x 4" x 3/16" Mounting Brackets  
(Refer to Attachment A Project Figure Attachments, figures B-4 for detail)
- f. (12) Twelve 1/8" x 1-1/2" x 2" Aluminum Angles (welded to the backs of carriers and cases)  
(Refer to Attachment A Project Figure Attachments, Figure B-5)

**C. Quantity (4) Double Panel V-Kiosk - Refer to Attachment A Project Figure Attachments, Figure C**

**1. Each 2-Bulletin Board Cases Double Panel V-Kiosk kit must include:**

- a. (2) Two 36.5" w x 48.5" h Bulletin Board Cases  
(Refer to Attachment A Project Figure Attachments, figure C-1)

Bulletin board has two keyed locks opposite hinge side and includes (2) sets of keys for bulletin case; visual area: 30.5" w x 42.5" h

- b. (3) Three Leg Anchors with Aluminum Tubes, 22.5" total length  
(Refer to Attachment A Project Figure Attachments, figure C-2)
- c. (8) Eight 2" x 4" 90-degree clip angles welded to the sides of case  
(Refer to Attachment A Project Figure Attachments, Figure C-1)

**D. Quantity (1) Double Panel V-Kiosk - Refer to Attachment A Project Figure Attachments, Figure D**

**1. The 2-Graphic Carrier Double Panel V Kiosk kit must include:**

- a. (2) Two 36.5" w x 48.5" h Graphic Carrier, visual area to be 35" w x 47" h Removable extrusion placed on top  
(Refer to Attachment A Project Figure Attachments, figure D-1)
- b. (3) Three Leg Anchors with Aluminum Tubes, 22.5" total length  
(Refer to Attachment A Project Figure Attachments, figure D-2)
- c. (8) Eight 2" x 4" 90-degree clip angles welded to the sides of case  
(Refer to Attachment A Project Figure Attachments, figure D-1)

**E. Quantity (1) Double Panel V Kiosk - Refer to Attachment A Project Figure Attachments, Figure E**

**1. The 1-Graphic Carrier and 1-Bulletin Board Case Double Panel V Kiosk kit must include:**

- a. (1) One 36.5" w x 48.5" h Graphic Carrier, visual area to be 35" w x 47" h Removable extrusion placed on top  
(Refer to Attachment A Project Figure Attachments, figure E-1)
- b. (1) One 36.5" w x 48.5" h Bulletin Board Case  
(Refer to Attachment A Project Figure Attachments, figure E-2)

Bulletin board has two keyed locks opposite hinge side and includes (2) sets of keys for bulletin case; visual area: 30.5" w x 42.5" h

- c. (3) Three Leg Anchors with Aluminum Tubes, 22.5" total length  
(Refer to Attachment A Project Figure Attachments, figure E-3)
- d. (8) Eight 2" x 4" 90-degree clip angles welded to the sides of case  
(Refer to Attachment A Project Figure Attachments, Figure E-1)

**F. Quantity (2) Graphic Carriers Only for Triangular Panel Kiosks - Refer to Attachment A Project Figure Attachments, Figure F**

- 1. Each 1-Graphic Carrier must include:
  - a. (1) One 36.5" w x 48.5" h Graphic Carrier, visual area to be 35" w x 47" h Removable extrusion placed on top  
(Refer to Attachment A Project Figure Attachments, figure F)
  - b. (8) Eight 2" x 4" 90-degree clip angles welded to the sides of case

Shipping: FOB Destination

**III. DELIVERY PERIOD:**

The delivery period shall commence upon execution and receipt of purchase order and will terminate June 30, 2024.

**IV. BID AWARD:**

Bidder must complete and include the following with the bid response:

- A. The electronic Invitation for Bid to be found at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us),
- B. A properly executed Reciprocal Limitations Act form that lists the state of manufacture for any supplies procured.
- C. 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.

**V. PAYMENT TERMS:**

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

This contract will be paid by Automated Clearing House (ACH), commonly referred to as direct deposit. Contactor should review Section V.20 CONTRACT-106.2 Payment – Electronic Funds Transfer of the Commonwealth’s Terms and Conditions for complete details and contractor’s responsibilities.

**VI. RECEIPT AND OPENING OF BIDS:**

Bids must be submitted via the PA Supplier Portal, to be found at: [www.pasupplierportal.state.pa.us](http://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.

## VII. 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: 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.

## VIII. BID RESULTS:

Bidder can obtain bid results by accessing [www.emarketplace.state.pa.us/](http://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.

Attachments