

# **District 11-3 Garage Door Preventative Maintenance and Repair Specifications Invitation for Bid**

## **STATEMENT OF WORK**

### **I. Worker Protection Act**

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 the bid, proposal or quote.

### **II. GOVERNING SPECIFICATIONS**

- A. **Purpose of this IFB:** Purpose of this IFB: To procure a Contractor to perform garage door and garage door opener preventative maintenance and repair services for the Pennsylvania Department of Transportation (PennDOT) Engineering District 11-3 Allegheny County Tunnels Facilities. This is for Preventative maintenance and repair "like in kind" of existing garage doors and openers throughout the district. This contract does not cover projects considered to be "New construction" or any one project that is estimated to be over \$10'000.00 dollars. This IFB will result in an Agency contract awarded to the lowest responsive and responsible bidder that meets the Contractor qualifications in section C.
- B. **Concurrent contracts:** PennDOT reserves the right to solicit RFQs and award work for additional contracts or Contractors, to run concurrently with this contract, under different payment type structure such as lump sum and mileage units of measures.
- C. **Contractor qualification:** The Contractor must be able to do business in all Tunnel locations stated in Exhibit A. The contractor must have at least 5 years experiencing in the Garage door and garage door opener Repair and

installation field of work. The awarded vendors must provide knowledgeable efficient Technicians to perform the work.

**D. Service Performance Standards:** Services are to be performed in accordance with Comply with applicable (Federal/State/Local) code. Comply with requirements of Authorities Having Jurisdiction (AHJ) in Project location.

**E. Project Management:**

1. The PennDOT Project Manager for this contract will be the Senior Civil Engineer Supervisor or the County Manager, Equipment Manager or RPC. The District or County management may change the PennDOT Project Manager as they deem necessary.

**F. Project Management:** Contractor must submit within 24 hours of receiving notification of award, the name of a Contractor representative, and the Contractor Representative's 24 hour-a day cell phone number and email address. The Contractor representative serves as the Contractor's project manager.

**G. Contractor Communications:** Contractor will ensure a cell phone is always available at the job site, as a means of communicating with the PennDOT Project Manager or designee.

**H. Notification of Work and Project Mobilization:** A contract will be awarded to the lowest Responsive and responsive bidder on the portal for this IFB. The awarded vendor shall receive a Fully executed PO sourced to their contract upon notification of a call out for work to be performed. The Department designee shall call out the vendor on an as needed basis for work to be completed. The vendor must mobilize and be onsite within 3 business days during a normal call out. In the event of an "Emergency" as defined by PennDOT personnel the awarded vendor must be onsite the next Calendar Day. All jobs given to the contractor must be completed within 15 business days of notification unless otherwise agreed to by the PennDOT project manager.

**I. Work Schedule:** Regular Time work hours for this project will be defined as Monday through Friday 7am – 3pm apart from the Holidays observed below:

- a. New Year's Day
- b. Dr. Martin Luther King Jr. Day
- c. President's Day
- d. Memorial Day
- e. Juneteenth
- f. Independence Day

- g. Labor Day
- h. Columbus Day
- i. Veteran's Day
- j. Thanksgiving Day
- k. Day after Thanksgiving Day
- l. 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. Overtime hours will be defined as 3pm-7am M-F, and weekends or recognized Holidays. The contractor must have permission from the PennDOT designee prior to working Overtime hours.

**J. General Requirements:** Contractor must submit an insurance certificate that meets the requirements listed in the Terms and conditions of the IFB before any work may commence. The vendor must provide all power equipment, machinery, and tools necessary to install, repair or replace any garage doors or operators and any components attached therein. The vendor may have to perform installation and demolition work on the properties to successfully repair garage doors or operators. It will be the contractor's responsibility to perform PA One Calls prior to any excavation work. The vendor while working must provide access to the facilities as not to impede traffic or pedestrian travel. All work areas shall be cordoned in a manner to prevent pedestrian and vehicle traffic out of the active work area for safety purposes. The awarded vendor shall replace all components "Like in Kind". An upgraded part is permitted to be installed if the original component is obsolete. In the event a garage door or operator must be replaced the contractor shall install ones with an equivalent pec as the existing door or opener. Card reader access control systems are not covered under this contract. The vendor may wire up an existing access reader to an operator replacement only, nothing more. At PennDOT's request the contractor may be asked to perform preventative maintenance on garage doors or operators. The awarded vendor must thoroughly check these systems for items that need replaced or adjusted. The vendor must lubricate all chains, cables, springs and rollers. The contractor must inspect the wiring for the opener, switches and photo eyes. The awarded vendor must also and test and inspect pressure sensors for proper function. The contractor must also check the receivers function using a remote FOB to ensure proper operation during a PM visit. The vendor must inspect all weather seals on the doors and replace as necessary. The vendor must check the door to ensure proper operation and that it opens and close smoothly without jerking or un-evenness. The vendor will be responsible for ensuring the door has proper spring tension

and that it is balanced properly. The vendor shall bill Time and material as required for all work defined above when called out.

On Large repair projects PennDOT reserves the right to solicit the awarded contractor for firm quotes. The awarded vendor must provide a written quote detailing repair specifications and cost. The quote shall mirror the contracts format as far as "Pay items" are concerned. PennDOT will need the quote for budget planning purposes.

The awarded vendor will be responsible for hauling away and properly discarding construction or demolition debris.

**K. Service Details:**

This contract will cover garage door and operator preventative maintenance and repairs at PennDOT properties.

**L. Estimated Quantities:**

All quantities are estimated and may not reflect actual quantities. The estimated quantities are indicated on the IFB which can be found on the Public bidding Portal. This IFB contains Pay items that can be bid. The material contingency pay item is a set amount and is not able to be bid on.

**M. Equipment**

The vendor will need to provide all equipment necessary for the work defined above to be performed, the department will provide no equipment.

**N. Insurance Requirements:** See Insurance Language in the ITQ Terms & Conditions.

**O. 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.

**P. 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. This is a requirement for the contractor to receive payment after completion of individual gate sites.
- 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.

## **Q. Billing and Payments:**

1. Invoices shall be submitted by the Contractor as specified in the Terms and Conditions of the IFB.
2. Untimely or incomplete submissions of Form [OS-501](#) and any required supporting documentation may delay processing of a "proper invoice" as required by the IFB Terms & Conditions.

## **R. Contract Term**

3. The initial term of the resulting contract document shall be 1 year.
4. This contract shall have 24 months of renewal terms per mutual consent.
5. There shall be a 3% escalation added to the vendors original bid pricing at the time each of the two renewal options are exercised.

## **III. PAY ITEMS**

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

### **Pay Item 1: Mobilization fee**

The vendor may charge 1 mobilization fee per day per site. Example: The contractor is given a normal notification that a door and opener needs replaced at our Squirrel Hill Tunnels. The contractor mobilizes within 3 business days and it takes the vendor two days to complete the project. In addition to the labor hours and material costs the vendor may charge the department two mobilization fees at their bid rate. The vendor may only charge 1 mobilization fee per site, per day.  
UOM=each

### **Pay Item 2: Emergency Mobilization fee**

The vendor may charge 1 Emergency mobilization fee per day per site.  
Example: The contractor is given a notification that a door and opener needs

replaced at our Ft. Pitt Tunnels Garage but it is time critical and considered an emergency. The contractor mobilizes within 1 business day and it takes the vendor three days to complete the project. In addition to the labor hours and material costs the vendor may charge the department three Emergency mobilization fees at their bid rate.

UOM=each

**Pay Item 3: Repair Technician Regular Hours**

This will be for a Technician's time for regular hours as defined in section "I: Work Schedule". A technician should be considered a project foreman. They should be knowledgeable with operators, gate hardware and fencing. The vendor may only charge for 1 Technician on a job per day. Other persons on the job shall be considered and billed as "Helpers". Vendor may only bill hours this person is on the jobsite. The technician will not be paid for travel time to and from the jobsite.

UOM=hours

**Pay Item 4: Repair Technician Overtime Hours**

This will be for a Technician's time for Overtime hours as defined in section "I: Work Schedule". A technician should be considered a project foreman. They should be knowledgeable with operators, gate hardware and fencing. The vendor may only charge for 1 Technician on a job per day. Other persons on the job shall be considered and billed as "Helpers". Vendor may only bill hours this person is on the jobsite. The technician will not be paid for travel time to and from the jobsite. Overtime hours may only be authorized by the PennDOT project manager.

UOM=hours

**Pay Item 5: Helper Regular Hours**

This will be for a Helpers time for regular hours as defined in section "I: Work Schedule". The vendor may use as many helpers as needed to efficiently complete a job.

UOM=hours

**Pay Item 6: Helper Overtime hours**

This will be for a Helpers time for overtime hours as defined in section "I: Work Schedule". The vendor may use as many helpers as needed to efficiently complete a job. Overtime hours may only be authorized by the PennDOT project manager.

UOM=hours

**Pay Item 7: Material Contingency**

This dollar amount shall be set at \$20,000 for each rolling calendar year. This amount is not bid upon. The vendor may charge this line for materials used in the repair of any doors or openers. The vendor may charge no more than

a 20% markup of the vendors purchase price for the material. PennDOT reserves the right to request the vendor's purchase receipts for materials used on the job site for auditing purposes. Material qty and material price must be itemized on the invoice and COSF form.

UOM=each, dollars and quantity will be inverted on the Purchase orders:  
example: 50,000 each @ &1.00