

# STATEMENT OF WORK

Commonwealth of Pennsylvania  
Department of Conservation and Natural Resources  
Bureau of State Parks

## SUPPLY & REPLENISH POTABLE WATER LITTLE BUFFALO STATE PARK PERRY COUNTY

### I. SCOPE OF WORK:

The Department of Conservation and Natural Resources, Bureau of State Parks, requires the services of a vendor to provide 5,000 to 10,000 gallons of potable water by tank monthly, per DEP regulations during the campground season (May 1, 2024 – October 20, 2024), at Little Buffalo State Park, 1579 State Park Road, Newport, PA 17074, Perry County.

The awarded vendor cannot deliver any water until such time as the permit is approved by DEP. Tank would need to be on site for campground opening on May 1, 2024, and remain on site until October 20, 2024.

Questions concerning the technical aspects of this bid and Statement of Work should be directed to Jessica Fischer at 717.567.6545 or by email at [jesfischer@pa.gov](mailto:jesfischer@pa.gov). Questions regarding the bidding or contracting procedures should be addressed to Jody Russell at 717.783.2566 or by email at [jorussell@pa.gov](mailto:jorussell@pa.gov).

### II. SITE INSPECTION:

An optional site inspection is available prior to submitting bids. The inspection will be held on Wednesday, March 6 at 11:00 AM, bidders should meet at the park office located at 1579 State Park Road, Newport, PA 17074 for escort to site.

### III. CONTRACT REQUIREMENTS:

The following tasks are to be completed in the performance of this contract:

1. Delivery and set up of a potable water tank at Little Buffalo State Park Campground at designated location that will hold 5,000-gallons to 10,000 gallons of potable water.
2. Tank to remain onsite as a monthly rental throughout the term of the contract.
3. Potable water delivery as needed to replenish the tank before it is depleted and/or chlorine residual drops too low. Bobby Williamson, Park Maintenance Supervisor will be point of contact and the park will notify the vendor at least 48-hours prior to depletion.
4. Tank pick-up/tear down on October 20, 2024, unless otherwise notified by the park.
5. DEP must approve the hauler, water source, storage tank, and distribution system prior to the required permit being issued.

**IV. EQUIPMENT REQUIREMENTS:**

**Vendor to provide:**

1. Truck/Tank (10,000-gallon capacity)
2. Booster Pump/VFD (40 psi, 10 gpm)
3. Hydropneumatic Tank (15-gal min.)
4. Necessary fittings, pressure gauges, and piping required for booster pump connection.

**Park to provide:**

1. 1" HDPE Temporary Waterline
2. Temporary Hose Bibs
3. Highway Rated Utility Matting
4. Temporary Wood Frame and Concrete Footers

**V: TANK DELIVERY:**

The location where the truck tank will be set up is the "Campground" located at 500 Black Hill Road, Newport, PA 17074. \*\*See Attachment A for the park map outlining the designated area for the truck/tank to be delivered.

The Contractor will notify Jessica Fischer, Park Manager, at 717.567.6545 or by email at [jesfischer@pa.gov](mailto:jesfischer@pa.gov) 48-hours prior to delivery of the tank.

**VI. CONTRACTOR QUALIFICATIONS:**

**Worker Protection and Investment Certification Form:** 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 they are in compliance with all applicable state labor and workforce safety laws. Such certification shall be made through the Worker Protection and Investment Certification Form (BOP-2201) and submitted with this Bid. Failure to submit a completed Worker Protection and Investment Certification Form may render your submission and non-responsive.

**VII. 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:

1. **Workmen's Compensation Insurance** for all of the Contractor's employees and those of any subcontractor, engaged in work at the site of the project as required by law.
2. **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 of 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 made 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 for 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 as an additional insured and shall contain a provision that the coverages 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 Jody Russell at [jorussell@pa.gov](mailto:jorussell@pa.gov).

#### **VIII. CONTRACT TERM:**

The contract will commence upon execution and receipt of a fully executed purchase order or May 1, 2024, whichever is later, and will terminate October 30, 2024.

#### **IX. BID AWARD:**

Bidder must complete and return the following for award of bid:

- 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 Worker Protection and Investment Certification Form.

**NOTE:** Bid price *must* include charges for required permits, delivery (including any transportation, handling, unloading charges, and any other associated charges for delivery), all labor and materials required to complete the set-up and tear-down of required tank/truck for storage of water. As well as cost per month of tank/truck rental and cost per gallon for potable water.

The bid will be awarded based on the total sum.

The contract quantities herein are estimated only and may increase or decrease depending on the needs of the Department. Please note that the Department will only accept out to two (2) decimal points when entering your pricing.

**X. PAYMENT TERMS:**

Payment will be made on a reimbursement basis for actual services performed. Invoices must be submitted monthly. Each invoice **must** be itemized with the date of service and description of services performed.

This contract will be paid by Automated Clearing House (ACH), commonly referred to as direct deposit. Contractor should review Section V.21 CONTRACT-016.2 Payment – Electronic Funds Transfer of the Commonwealth’s Terms and Conditions for complete contractor’s responsibilities.

**XI. INVOICES:**

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

All invoices for this contract MUST either be:

1. Emailed to the following for a Paperless Email Invoice Option: [69180@pa.gov](mailto:69180@pa.gov).

For information on the Commonwealth’s E-Invoicing Program, visit:  
<https://www.budget.pa.gov/Programs/Pages/E-Invoicing.aspx#.VnmrO6Mo6Uk>.

2. Or mailed to the following address: Commonwealth of PA – PO Invoice  
PO Box 69180  
Harrisburg PA 17106

All invoices MUST be itemized and contain the purchase order number as well as your SAP Vendor Number. The name and address listed on the purchase order must also be listed on each invoice. Failure to provide this information will result in a delay of payment.

Vendors are reminded to not include employer identification numbers, Social Security Numbers, bank account information, or other personally identifiable information on invoices. That information is uniquely tied to your SAP Vendor Number and, for security purposes, must not be explicitly shown on an invoice.

**XII. 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, or mailed bids will not be accepted.

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

**XIII. BID RESULTS:**

Bidder may obtain bid results by accessing [PA - eMarketplace \(state.pa.us\)](http://PA-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 a Fully Executed Purchase Order.