

**SCI Greene Roofing Repair Services**  
**7/01/24 – 6/30/25**  
**Statement of Work**

**SCOPE OF WORK**

SCI Greene is a State Correctional Institution located at 169 Progress Drive in Waynesburg, Pennsylvania.

SCI Greene has 23 buildings with flat EPDM rubber roofs with 2" foam insulation beneath the rubber roofing. Square footage per building varies between 16,000 square feet to 34,000 square feet. All buildings are two-story structures with external stairwells to access roofing from the ground floors.

The majority of SCI Greene's current roofing material is approximately 30 years old and from original construction.

SCI Greene requires Contractor to furnish all labor and materials to complete roofing repairs as needed during term of agreement. Contractor will be required to submit a written estimate of labor and materials necessary to complete each repair to Facility Maintenance Manager for approval prior to any work being performed. All changes from original estimate must be approved by the Facility Maintenance Manager prior to completion of the work.

The Contractor will be required to respond to the institution's request for service within three (3) business days to schedule a site visit for an estimate inspection. Upon SCI Greene's receipt and approval of the Contractor's estimate, the Contractor will respond to the institution with a reasonable agreed upon date for repairs.

**SITE VISIT**

1. It is the responsibility of the Contractor after careful examination to determine the nature and location of the work and the character, quality, and quantity of the labor and materials that will be required. By careful examination of the bid specifications and being in accord therewith, the Contractor shall predetermine prosecution of the work, the general and local conditions, and all other matters that in any way affect the work under this contract. Failure to become familiar with the contract requirements or to comply with any or all of the requirements of this paragraph shall not be permitted as a basis for any claims made by the Contractor, and he assumes all responsibility for the faithful performance of the provisions of the contract.
2. A site visit prior to bid submission is required and bid responses that are received by Contractors not completing a site visit prior to bid will be considered non-responsive.

Please contact Wesley Hughes, SCI Greene Maintenance Manager at email address [wehughes@pa.gov](mailto:wehughes@pa.gov) or phone (724) 852-2902, extension 1508 to schedule visit at least 10 business days prior to desired visit date. A Centralized Clearance Check form will need

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completed by all Contractor representatives and approved by SCI Greene prior to pre-bid inspection.

3. The **Proof of Visit** form included as **Page 7** of this document must be completed at time of visit and attached to bid response.
4. Non-scheduled visits by representatives of bidders will be denied on reception.

**CONTRACTOR REFERENCES**

After the bid opening, and prior to awarding of the contract, the Department has the right to request references (name, addresses and telephone numbers) of similar work performed in the previous two (2) years as proof of qualifications to perform the work involved in this contract.

**ADDITIONAL SERVICE REQUIREMENTS**

1. Services shall normally be performed during normal working hours of 7:00 a.m. to 3:00 p.m., Monday through Friday unless specific changes are approved by Facility Maintenance Manager for any work outside of this time range. No work will be performed on any state holidays observed by SCI Greene unless agreed upon the Facility Maintenance Manager.
2. The Contractor shall furnish SCI Greene Maintenance Manager or designee with a cost estimate prior to performing any repair. The cost estimate must be approved prior to commencement of any work.
3. The Contractor warrants that the services to be performed hereunder shall be done in a workmanlike manner and shall conform to the standards of the industry. The Contractor and its personnel performing work at SCI Greene shall comply with all applicable OSHA standards for work and safety.
4. Contractor shall perform services with the minimal number of service staff required to complete repairs. Contractor will include number of service crew required in each individual estimate to be approved by SCI Greene Maintenance Manager.
5. SCI Greene shall provide Contractor a suitable collection container for any refuse/discarded roofing material and SCI Greene will be responsible for disposing of all discarded roofing material.
6. All assigned service personnel shall be fully qualified in accordance with industry standards. No payment shall be made for the services of helpers or trainees.
7. All assigned service personnel must wear protective clothing and gear consistent with applicable federal, state, and local regulations and in accordance with best practice of the industry.

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8. It is understood and agreed that the rates proposed for the itemized service units will be total and final and that the Commonwealth will not pay any additional sum or sums for the services provided hereunder over and above the contract unit rates.
9. The hourly rate shall be charged Portal to Portal with the time of call commencing at the time the technician signs into the institution's visitor sign-in log. There shall be no travel, mileage or meal allowance included in this contract.
10. At the conclusion of each day that service is performed, the Contractor's service personnel performing the work shall complete a service report form showing as a minimum the following information:
  - a. Date service rendered
  - b. Name of service
  - c. Time of serviceman's arrival
  - d. Time of serviceman's departure
  - e. Total number of labor hours
  - f. Identification of equipment worked on and a brief description of the work performed, including a list of parts and/or replacement components used.
  - g. Signature of service person
  - h. Signature of SCI Greene representative

A copy of the service report form shall be provided to SCI Greene's Maintenance Manager or designee prior to the service person's departure.

11. In addition to service reports, the Contractor shall prepare and submit emergency logs if required for compliance with safety and industry standards.
12. The Contractor agrees that SCI Greene's Maintenance Manager may assign internal maintenance personnel to observe the work of the Contractor's staff. The Contractor's staff shall explain, if requested, the particular applications employed by the Contractor to repair and correct roofing deficiencies.

**REPLACEMENT COMPONENTS**

1. Replacement components to include necessary consumable supplies shall be furnished by the Contractor as required at cost which may include some identifiable administrative and handling fees.
2. All replacement components will remain the property of SCI Greene.

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**INSURANCE REQUIREMENTS**

1. The Contractor shall purchase and maintain, at its expense, the following types of insurance, issued by companies acceptable to the Commonwealth:
  - 1) Workers Compensation Insurance sufficient to cover all of the employees of Contractor working to fulfill this contract.
  - 2) Comprehensive General Liability Insurance, including bodily injury and property damage insurance, to protect the Commonwealth and the Contractor from claims arising out of the performance of the contract. The amount of bodily injury shall not be less than \$500,000 for injury to or death of persons per occurrence. The amount of property damage insurance shall not be less than \$300,000 per occurrence.

**WORKER PROTECTION AND INVESTMENT**

1. 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.

**ADDITIONAL PROVISIONS**

1. The Contractor shall abide by all Department of Corrections rules and regulations.
2. All Contractor's staff will be required to receive a security and PREA (Prison Rape Elimination Act) briefing.
3. Contractor's tools, equipment, and supplies will be inspected by SCI Greene security when entering and exiting facility grounds.
4. The Contractor's services shall be scheduled at times acceptable to SCI Greene's staff.
5. Operational needs of SCI Greene will supersede Contractor's work and extended delays in access to worksite may be expected, if required by SCI Greene.
6. The Contractor shall complete repairs as quickly and efficiently as possible. This includes during periods of inclement weather. If such a repair has been deemed an emergency by SCI Greene staff, the Contract must have the ability and necessary tools and/or equipment to perform needed repairs.

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**PAYMENT TERMS**

1. Contractor will invoice SCI Greene monthly for any work completed or materials supplies that have been satisfactorily inspected by SCI Greene Maintenance Manager.
2. Invoices for this contract must be sent to the following address:

**Commonwealth of PA – PO Invoice  
P.O. Box 69180  
Harrisburg, PA 17106**

3. All invoices must include the Purchase Order Number and Contractor's SAP Vendor Number on the invoice. Failure to provide could result in delay of payment.
4. Payment should not be construed by the Contractor as acceptance of workmanship or materials furnished under this contract. The Commonwealth reserves the right to conduct further testing and inspection after payment but within a reasonable time after delivery and to reject the workmanship or materials if such post-payment testing or inspection discloses a defect or a failure to meet specifications.

**CONTRACT TERM**

1. The contract term will commence upon execution and receipt of purchase order or July 1, 2024, whichever is later, and terminate on June 30, 2025.
2. SCI Greene and the Contractor may agree to renew this contract one additional annual term with the final termination date of June 30, 2026 upon the same terms and conditions set forth in the contract. Contractor will need to provide written notification to SCI Greene by April 30 of the year the contract is to be renewed if renewal is requested.
3. Upon renewal and if renewal is acceptable to SCI Greene, SCI Greene may negotiate an increase in the unit prices by a rate not to exceed 3%. The Contractor must provide written notification to SCI Greene by April 30 of the year the contract is to be renewed if such increases are to be requested.

**ESTIMATED QUANTITIES**

The quantity of services is an estimate. If service usage needs increase or decrease during the effective time period of the contract, the Contractor agrees to provide the additional units of service at the original contract unit rates or accept the decrease in service.

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The Contractor will be reimbursed only for services/materials actually accepted by SCI Greene.

**BID AWARD**

Bid will be awarded based on the lowest total sum. In the event of a discrepancy between the unit price and extension of figures, the unit price will prevail.

**RECEIPT AND OPENING OF BIDS**

No paper bids will be accepted. If paper bids are mailed; they will be considered non-responsive and be disqualified.

**BID RESULTS**

Bid tabulations will be posted within five days after bid opening on the Department of General Services eMarketplace website, [www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us). Tabulations do not constitute actual award/execution of a contract.

**CONTRACT/BID INQUIRIES**

Any questions regarding Invitation for Bid specifications may be directed to SCI Greene Maintenance Manager at email address [wehughes@pa.gov](mailto:wehughes@pa.gov) or telephone number (724) 852-2902, extension 1508.

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**Proof of Visit**

**Contractor Name:** \_\_\_\_\_

**Contractor Signature:** \_\_\_\_\_

**Signature of SCI Greene  
Staff Confirming Visit:** \_\_\_\_\_

**Date of Visit:** \_\_\_\_\_

Instructions: This form is to be completed at time of visit and retained by vendor to be included with bid response.