

## **STATEMENT OF WORK**

### **DELIVER and TAILGATE Driveway Grade Shale Stillhouse Hollow Road**

**Department of Conservation and Natural Resources  
Michaux State Forest  
Forest District 1  
(Franklin County)**

#### **I. SCOPE OF WORK:**

The Commonwealth of Pennsylvania, Department of Conservation and Natural Resources (DCNR), Michaux State Forest, request services to deliver and tailgate approximately 7,000 tons of Driveway Grade Shale to Stillhouse Hollow Road Located in Franklin County, Greene Township. \*\*This contract is solely for the delivery and tailgating of shale; the compaction of the shale will be handled by the Forest District.

Questions regarding the technical aspects of this bid should be directed to Michelle Blevins at 717-352-2211 or by email at [mblevins@pa.gov](mailto:mblevins@pa.gov). Questions regarding the bidding or contractual aspects should be directed to Jody Russell at 717-783-2566 or by email to [jorussell@pa.gov](mailto:jorussell@pa.gov).

#### **II. CONTRACT TASKS:**

The Stillhouse Hollow Road Shale Project specifications are noted below and will be completed in performance of the contract.

Delivery Requirements: Continuous delivery and tailgating of 7,000 Tons of Shale (driveway grade) to Stillhouse Hollow Road, Franklin County, Greene Township with multiple trucks (7 to 9) delivering. Delivery time will be from 7:30 AM to 3:30 PM

Project location: Project starts 1 mile north of the intersection of Stillhouse Hollow Road and Ridge Road. Shale will then be tailgated for approximately 1 mile to the intersection of Stillhouse Hollow Road and Lindsey Lot Road. Tailgating locations will be marked with ribbon. Equipment operator will be on site during deliveries.

#### **III. CONTRACT REQUIREMENTS:**

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. Failure to submit a completed Worker Protection and Investment Certification Form may render your submission non-responsive.

**IV. MATERIALS:**

Driveway Grade Shale approved by the Department.

**V. BID AWARD:**

Bidder must complete and return the following:

1. The electronic Invitation for Bid to be found at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us),
2. A properly executed Reciprocal Limitations Act form that lists the state of manufacture for any supplies procured.
3. A properly executed Worker Protection and Investment Certification Form.

The unit price must include all items necessary for completion of the project.

The bid will be awarded based on total sum.

The contract quantities herein are estimated only and may increase or decrease depending on the needs of the Department. The Contractor will be paid at the unit price bid for actual work performed.

**VI. CONTRACT TERMS:**

The contract will commence on May 3, 2024, and terminate June 30, 2024.

**VII. CONTRACTOR REFERENCE:**

After bid opening and prior to awarding of the contract, the Department has the right to request references (names, addresses, and telephone numbers) of similar work of delivering and tailgating aggregate in the amount of 7,000 tons as proof of qualification to perform the work 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 reference will be made solely at the discretion of the Department.

## VIII. PAYMENT TERMS:

Payment will be made upon satisfactory completion of project for actual services performed, which includes providing acceptable shale.

This contract will be paid by Automated Clearing House (ACH), commonly referred to as direct deposit. Contractor should review V.29 CONTRACT-016.2 Payment – Electronic Funds Transfer of the attached Commonwealth’s Terms and Conditions for complete details and contractor’s responsibilities.

## IX. INVOICES:

Invoice format shall 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:

Email a copy of the correctly executed invoice to: 69180@pa.gov.

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

2. Or mailed to the following address:

Commonwealth of PA – PO Invoice  
PO Box 69180  
Harrisburg PA 17106

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

**Please Note:** Vendors 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.

## X. 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 not addressed properly and identified, or for any reason whatsoever.

**XI. BID RESULTS:**

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