

Statement of Work

Roof/Spouting Rehabilitation Juniata House (#03-D-05)
Forest District #5 Rothrock
(HUNTINGDON COUNTY)

I. SCOPE OF WORK:

The Commonwealth of Pennsylvania, Department of Conservation and Natural Resources (DCNR), Bureau of Forestry, Rothrock State Forest requires services of replacing the existing shingle roof, replacing the spouting and covering the wooden soffit and fascia with aluminum to the Juniata House located at 13464 Beacon Lodge Road, Mount Union, PA 17066 in Shirley Township, Huntingdon County.

Services shall include, but not be limited to, the furnishing of all materials, labor, equipment, tools, superintendence, and miscellaneous items, and performing all work necessary to complete all construction to the satisfaction of, and subject to the approval of the Department.

Any questions regarding the technical aspects of this bid should be directed to Robert Wetzel, 814-643-2340 or by email at rowetzel@pa.gov. Questions regarding the bidding or contracting procedures should be directed to Steven E. Smith at 717-843-1796 or email sesmith@pa.gov.

II. CONTRACT TASKS:

The following tasks shall be completed in performance of the contract.

Contractor shall provide materials and services for roofing and general repair work and the following conditions shall be completed in performance of the purchase order:

Services

- ❑ Services will include all labor, materials, equipment mobilization and waste disposal of all debris and used materials.
- ❑ Contractor will provide proof of license and insurance.
- ❑ Contractor will perform the following work:
 - Roofing
 - Remove existing asphalt shingles and felt paper to expose the roof sheathing.
 - Repair any damaged roof sheathing with ¾ inch plywood material.
 - Install a continuous shingle-over ridge vent with louvered sides along the spine of the main roof and a secondary roof at the rear of the main structure.

- Install Ice and Water Shield material along the lower 2 feet of all roofs to prevent frost damage.
- Install new aluminum drip edge to all roofs, color WHITE,.
- Install 15 lb. roofing felt paper to all roofs.
- Install new 250 lb asphalt shingles, with a minimum 30 year warranty, to all roofs, color SLATE GREY.
- Install new copper step flashing and/or solid flashing around existing vent pipes.
- Install new copper step flashing and/or solid flashing along front and rear porch roof tie-ins.
- Gutters, Downspouts, Fascia and Soffit
 - Remove existing metal gutters and hangers.
 - Remove existing metal down spouts and hangers.
 - Remove existing metal soffit.
 - Install new aluminum fascia over existing wood, color WHITE.
 - Install new vinyl soffit over existing wood, color WHITE.
 - Install new 5 inch, seamless aluminum gutters, color WHITE.
 - Install new 3x4 inch, aluminum down spouts, color WHITE.
- Dormers
 - Remove existing shingle material.
 - Install vinyl, faux cedar shake style, siding on dormers around existing windows, color GREY.
- All nails or fasteners to be galvanized or painted aluminum.

PROJECT LOCATION:

The Juniata House is located approximately 4 miles east of Mount Union, at 13464 Beacon Lodge Road, see attached map.

III. CONTRACTOR REFERENCES:

After bid opening, and prior to awarding of the contract, the Department reserves the right to request references (names, 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.

IV. SITE INSPECTION:

Each bidder may visit the site and acquaint themselves with the existing conditions and the activity involved after calling Robert Wetzel at 814-643-2340 and arranging the visit.

The facility is located approximately 4 miles east of Mount Union, at 13464 Beacon Lodge Road

V. BONDS:

The Contractor must furnish the Department with a performance bond in the form of a surety bond or letter of credit in the amount of \$5,000.00.

If the Contractor is a corporation, the bond must be signed by the corporation president or vice-president (designate which one) and the corporation secretary or treasurer (designate which one). If the Contractor is not a corporation, the owner must sign the bond. The bonding company must be licensed to conduct business in

VI. INSURANCE REQUIREMENTS:

The contractor shall purchase and maintain, at its expense, the following types of insurance(s), issued by companies acceptable to the Commonwealth.

A. Workman'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.

B. 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 or 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 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 form 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.

C. Automobile Bodily Injury Insurance - to protect the Commonwealth and the contractor from claims arising out of the performance of the contract, including bodily injury and property damage insurance. The amount of bodily injury insurance shall not be less than \$250,000 for injury to or death of persons per occurrence. The amount of Property Damage Insurance shall not be less than \$1,000,000 per occurrence. Automobile bodily injury and property damage insurance coverage shall include non-owned and leased vehicles. Evidence of such coverage shall be required even though the Contractor claims to own no vehicles to be employed on the project.

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 “**The Commonwealth of PA-DCNR**” as an additional insured and shall contain a provision that the coverage’s afforded under the policies will not be cancelled or changed until at least thirty (30) days written notice has been given to the Commonwealth. **These certificates shall include the location and a brief description of the work to be performed under the contract.**

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.

VII. CONTRACTOR REQUIREMENTS:

The contractor agrees to comply with Attachment – Conditions for Construction Contracts, as attached.

VIII. CONTRACT TERM:

The contract shall commence upon receipt of Purchase Order and Notice to Proceed, and terminates June 15, 2012.

IX. BID AWARD:

The bidder shall complete the electronic Invitation for Bid to be found at www.pasupplierportal.state.pa.us, and page 5 of Attachment - Conditions for Construction Contracts, for award of the bid.

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.

The unit price shall include all materials, labor, superintendence, tools, equipment, and any other items necessary for completion of the project.

The contract quantities herein are estimated only and may increase or decrease depending on the needs of the Department.

The contractor shall be paid at the unit price for actual work performed.

The Department will only accept out to two (2) decimal points when entering your “Unit Price” figures in the Invitation for Bid.

X. PAYMENT TERMS:

Payment shall be made upon satisfactory completion of the contract for actual services performed.

XI. INVOICES:

Invoice format shall be in accordance with the IFB-Invitation for Bid.

All invoices for this contract **MUST** be sent to the following address:

Commonwealth of Pennsylvania – P.O. Invoice
P.O. Box 69180
Harrisburg PA 17106

All invoices **MUST** have the Purchase Order Number, as well as your SAP Vendor Number, on the invoice. Failure to provide this could result in a delay of your payment.

XII. RECEIPT AND OPENING OF BIDS:

A. Bids must be submitted via the PA Supplier Portal, to be found at www.pasupplierportal.state.pa.us. Faxed bids and mailed bids **will not** be accepted.

B. No responsibility will be attached to any employee of the Department for the premature opening of, or the failure to open, a bid not properly addressed and identified, or for any reason whatsoever.

XIII. BID RESULTS:

Bidder can obtain bid results by accessing <http://www.emarketplace.state.pa.us>. The bids will be posted the morning following the bid opening. The results are the apparent bidders and all bids are under review until final award of the contract.

Attachments