

DEPARTMENT OF CORRECTIONS
SCI Fayette – Reroof 3 Residences
WORK STATEMENT – Revised by Addendum 2

I. SCOPE OF WORK:

The Commonwealth of Pennsylvania, Department of Corrections (DOC), requires Roof Replacement for three (3) residences—Superintendent’s and two Deputy’s homes—at SCI Fayette, 50 Overlook Drive, LaBelle, PA 15450.

II. ISSUING OFFICER

Questions regarding the bid should be directed towards Steven Buzzard (sbuzzard@pa.gov). All questions regarding the IFB must be submitted by email. Subject line of the email must reference: 6100066475 SCI Fayette Resident Roofing Project. Questions received within 48 hours prior to the bid due date and time will be answered at the discretion of the Commonwealth. All questions received will be answered in writing, and such responses shall be posted to [eMarketplace](#) as an addendum to the IFB. The Issuing Office shall not be bound by any verbal information, nor shall it be bound by any written information that is not either contained within the IFB or formally issued as an addendum by the Issuing Office.

III. MANDATORY SITE INSPECTION

A mandatory site inspection will be held on October 1, 2026, at 10:00AM at SCI Fayette. Prospective bidders must email Mark Weaver at markweaver@pa.gov, and Erin Hayes at erhayes@pa.gov to confirm attendance and identify participation 5-days prior to site inspection. The Department of Corrections requires that all attending the site inspection receive a [Security Clearance Check](#) in advance. More information about the Pennsylvania DOC clearance certificate process can be found through the same site.

Prospective bidders must attend mandatory site inspection to submit a bid. Prospective bidders who submit a bid without attending the mandatory site inspection will be rejected as non-responsive.

IV. TRADES INVOLVED

The following contractor trades will be required for this project: General Contractor or Roofing Subcontractor capable of performing as a general contractor.

V. CERTIFIED MICRO BUSINESS

ONLY CERTIFIED MICRO BUSINESSES ARE ELIGIBLE FOR BID OR AWARD. The Department of Corrections has designated this contract as a Micro Business Procurement (MBR) to provide Department of General Services (DGS)-certified micro businesses the opportunity to compete against other DGS-certified micro businesses for Commonwealth agency and DGS statewide contracts. The micro business requirements and certification process can be found on the following [website](#). Certification will be provided following the self-certification process, through the same site. A valid Micro Business Certificate will be required as part of the bid in order to be deemed a responsive bidder. This contract will be monitored for compliance by Business Inclusion and Supplier Development (BISD).

VI. PROJECT DESCRIPTION

The scope of the project includes, but is not limited to:

- A. Removal of existing roof assemblies to expose existing plywood roof deck. Superintendent Residence: +/-2,500 Sq Ft; Deputy Residences: +/-2,200 Sq Ft each. Total Reroof area is +/-6,900 Sq Ft.
- B. Removal of associated metal edging, flashings, fascia flashing, trim, ridge vents, gutters, and downspouts to expose clean working surfaces.
- C. Installation of new roofing assemblies including underlayment, ice and water shield, shingle roofing, new roof edge, flashings, ridge vent if required, and sealants. 30-year warranty for shingles shall be included.
- D. A project sign is not required. No removed materials or equipment shall be reinstalled in the work, unless so noted in these Specifications or as directed.
- E. All construction trailers, equipment and materials required to be on-site shall be located as directed by the Department.
- F. It is not anticipated that hazardous materials will be encountered.
- G. The desired timeframe for this work to be completed is 60 calendar days, followed by a warranty inspection one year after final Certificate of Compliance is issued.

VII. SPECIFICATIONS

Additional requirements are included in Attachment 05 – Specifications.

VIII. SUBCONTRACTING

If applicable, prospective bidders shall provide a subcontracting plan for all subcontractors, who will be assigned to the project. The Micro Business awarded the contract assumes responsibility for all services whether it provides them directly or indirectly. The selected Micro Business must self-perform at least 51% of the work and cannot subcontract more than 49% of the services. Upon award of the contract resulting from this bid, subcontractors included in the quote submission are deemed approved. For each trade to be subcontracted, prospective bidders must provide:

- A. Name of subcontractor
- B. Primary contact name and email address
- C. Address of subcontractor
- D. Description of services to be performed
- E. Number of employees by job category assigned to this project, and
- F. Resumes (if appropriate and available)

IX. WORKING HOURS

The Contractor's available working hours shall be from 7 A.M. to 3 P.M., Monday through Friday.

- A. Work during different hours, or work on Saturdays, Sundays, State and National Holidays or overtime work, must have the Department's or Institution's written approval. Work on these days if approved shall be at no additional cost or time to the Contract.
- B. The Department's failure to approve different working hours, weekend or holiday working hours, or overtime hours is not cause for a claim against the Department for delay or any added costs or time to the Contract.

X. DELIVERY, STORAGE AND HANDLING

The Contractor shall coordinate storage location with the Department.

- A. The Contractor shall store all materials, equipment and bulk items prior to

installation in clean, dry, well-ventilated locations. Waterproof tarpaulin or polyethylene sheeting must allow for air circulation under covering.

- B. Gas, diesel, propane, or electrically powered lifts or cranes may be left at the jobsite after working hours, as approved by the Department.

XI. PARKING, TRAFFIC & FACILITIES

Parking shall be limited to areas approved by the Department.

- A. At the Initial Job Conference, the Lead Contractor shall establish a construction staging and traffic plan for the project which minimizes construction interference with the Department's operation. This plan is subject to the Department's review and approval.
- B. All contractor activities will occur outside the Institution's secure perimeter.
- C. The Lead Contractor shall, at its cost, provide and maintain in a clean and sanitary condition, adequate and approved sanitary facilities in accordance with O.S.H.A. requirements. Portable chemical toilets approved by the Pennsylvania Department of Health are acceptable. Provisions shall be made to assure not less than one toilet facility is available.

XII. SEQUENCE OF CONSTRUCTION AND MILESTONES

A. GENERAL REQUIREMENTS

- 1. Before beginning work, the Contractors shall prepare a schedule approved by the Department. The work must be carried out in accordance with this schedule. The Contractors shall perform the work with minimal interference with the Department's operations. Contractors shall track submissions, ordering dates, and delivery of materials in the Project Schedule.
- 2. The Contractor is cautioned that all critical materials and equipment shall be ordered as quickly as possible, so that lead time will not delay the progress or completion of the project.

B. CRITICAL ITEMS TO BE NOTED AS MILESTONES

The Contractors shall include the following critical items as Milestones:

- 1. Submittal for approval of roof and drainage systems.
- 2. Ordering of materials.
- 3. Full roof replacement.

C. CONSTRUCTION PROGRAM

- 1. Contractors shall coordinate with the Department any scheduling requirements for the location and timing of the various work activities. All work performed under this Project shall be done in a manner that will not disrupt normal activities in and around the facility.
- 2. Contractors shall coordinate and schedule inspections as required by the provisions of the Building Permit issued by Pennsylvania Department of Labor and Industry (L&I). The L&I Inspector's availability shall not constitute a delay to the progress of the project and shall be considered when scheduling and completing the work of this project.
- 3. Contractors shall not compromise the safety of any individuals while performing any of their work, but shall take all necessary precautions to maintain safety during the progress of the work including, but not limited to, fall protection,

- shoring, bracing, barricades, signage, safety tape and rails, fencing, etc.
4. Contractors are advised that the schedule may require multiple crews to work concurrently on the building. Multiple areas may be worked concurrently, and contractors are required to supervise, staff and equip the job accordingly.

XIII. TEMPORARY UTILITIES

- A. Temporary utilities, including water and electric power, will be provided by DOC.
- B. The Contractor shall provide UL listed, NFPA approved fire extinguishers, ten (10) lb. minimum, at the construction site during operations, suitable for all types of fires in accordance with OSHA.
- C. The Contractor shall have all needed equipment and material to complete planned work at the site, prior to shutting down any system. Contractors are to follow all requirements and submit a "Utility Interruption Request" form to the Department.
- D. The Contractor shall provide hoisting facilities for its own work. All hoisting facilities must comply with the safety regulations of the Department of Labor and Industry.

XIV. CONTRACTOR REQUIREMENTS

- A. The Contractor agrees to comply with the Pennsylvania Prevailing Wage Act. Prevailing wages are included in Appendix 01 – Prevailing Wages.
- B. The Contractor shall purchase and maintain, at its expense, Workmen's Compensation Insurance and Public Liability and Property Damage Insurance per section V.39 CONTRACT-045.1 Insurance – General (Dec 12 2006) in the associated terms and conditions. Refer to Attachment 04 – Terms and Conditions.

XV. BIDDING REQUIREMENTS

Prospective bidders must complete and attach the following documentation to the bid response to be considered responsive

- A. Costs through [PA Supplier Portal](#)
- B. Appendix 02 – Domestic Workforce Utilization Form
- C. Appendix 03 – 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 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 the completed form must be submitted with the bid, proposal, or quote.
- D. Provide a copy of your Micro Business Certification

XVI. CONTRACTOR QUALIFICATIONS

- A. After the bid opening, and prior to awarding the contract, DOC 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.

XVII. CONTRACT TERM

- A. The project must be completed to the DOC's satisfaction within 60 calendar days commencing on the date of the initial job conference. The initial job conference will be scheduled by the DOC within 14 calendar days of awarding purchase order. Extensions to this deadline must be requested by the contractor at least 14 calendar days in advance of the project completion deadline. The extension will only be accepted and approved by the DOC through the issuance of a change order.

XVIII. BID RESULTS

- A. Bids will be opened on the date and time specified in the invitation for bid. Bid tabulations will be posted on the Department of General Services' [eMarketplace](#).
- B. Tabulations are for information only and do NOT constitute actual award/execution of a contract. The results of the apparent bidders and all bids are under review until final award of the purchase order.

XIX. BID AWARD

- A. It shall be understood and agreed that any quantities listed in the solicitation are estimated only and may be increased or decreased in accordance with the actual requirements of the Department of Corrections.
- B. Project work and associated costs may be revised through the change order process due to issues that could not have reasonably been foreseen through the site visit, to include but not be limited to, hidden damage or unseen structural issues. All changes must be within the scope of the original project. Changes orders, also called supplemental work, must be submitted in quote form, on vendor letterhead, to the project manager for review and approval. Once approved by the project manager, a change order will be issued to add the supplemental work to the purchase order, and will be done as a one lump sum line item, labeled as Supplemental Work Order.
- C. Unless otherwise indicated, the unit price must include all labor, materials, equipment, tools, insurance, delivery fees and all items necessary for the completion of the project. In cases of discrepancies in prices, the unit price will be binding unless the unit price is obviously in error and the extended price is obviously correct, in which case the erroneous unit price will be corrected. All items will be delivered F.O.B Destination. The awarded supplier is responsible for any shipping or delivery costs.
- D. The Commonwealth reserves the right to award by item or on a total Bid basis, whichever is deemed more advantageous to the Commonwealth.

XX. INVOICING

- A. Contractors must follow the following invoicing requirements:
 - 1. Accurately bill the Commonwealth for actual services rendered on all invoices.
 - 2. Submit invoice to appropriate resource account within 10 business days of completed service
 - 3. Comply with Commonwealth / Department of Correction's practices for supplier payments.

- B. The awarded supplier should submit all invoices, as outlined by the Pennsylvania Office of the Budget, as a PDF file to **69180@pa.gov**.
- C. The following link will provide more information regarding the Office of the Budget's invoicing requirements and resources:
<https://www.budget.pa.gov/Services/ForVendors/Pages/default.aspx>

XXI. GENERAL

- A. Provision of all related hardware to accomplish proper installation is supplier's responsibility.
- B. DOC contract Terms and Conditions, included as Attachment 04 – Terms and Conditions, will apply on the PO.
- C. The contractor must comply with the laws set forth through the regular construction process. These laws include, but are not limited to:
 - 1. The Public Works Employment Verification Act
 - 2. The Steel Products Procurement Act
 - 3. The Separations Act
 - 4. Right to Know Law Clause
 - 5. Contractor Integrity Provisions
 - 6. Contractor Responsibility Provisions
 - 7. Nondiscrimination/Sexual Harassment Clause
 - 8. Offset Provision
 - 9. ADA Provision