

STATEMENT OF WORK
Janitorial Services
Cabins, Camping Cottages, and Yurts
Commonwealth of Pennsylvania
Department of Conservation and Natural Resources
Bureau of State Parks
French Creek State Park
Berks County

I. SCOPE OF WORK:

The Pennsylvania Department of Conservation and Natural Resources, Bureau of State Parks, French Creek State Park requires janitorial services for the cleaning of ten (10) family cabins, three (3) cottages, and two (2) yurts, located at 843 Park Road, Elverson, PA, Berks County.

Questions regarding the technical aspects of the bid should be directed to Kaitlyn Gundersen-Thorpe at 610-582-9680 or by email at kgundersen@pa.gov. Questions regarding the bidding or contracting procedures should be directed to Jenna English at (717) 787-3278 or by email at jenenglish@pa.gov.

II. MANDATORY PRE-BID CONFERENCE:

A mandatory pre-bid conference will be conducted prior to the bid opening. The pre-bid conference will be held Friday, July 3, 2026, at 10:00 AM. Prospective bidders must meet at the French Creek State Park Office, conference room, 843 Park Road, Elverson, PA 19520-9523 to discuss job specifications and to tour the cleaning sites. All prospective bidders should sign in to acknowledge attendance.

Contractors may not request an alternate date if unable to attend the scheduled pre-bid Conference. *All interested Contractors must attend on the noted date and time.*

III. CONTRACT TASKS:

The Contractor will furnish all cleaning products, supplies, and specified cleaning equipment; including an LED UV flashlight, wet mop, and a vacuum cleaner with High Efficiency Particulate Air (HEPA) filtration. Cleaning supplies must be approved by Park Management prior to use. Park Management may require manufacturer's specifications and a product sample. Manufacturer's specifications and Safety Data Sheets (SDS) are required for all products.

The Park will provide toilet paper, paper towels, trash bags, and light bulbs. If these supplies are low, Contractor must notify park staff for replenishment.

The Park does not have laundering facilities on site; therefore, all laundering services must be performed off site.

Before awarded Contractor's onsite cleaning staff begins work, they must attend a mandatory meeting with management to include a tour of park facilities, detailed instructions, cleaning checklists, contact numbers for park staff, and a park-provided tutorial on bed bugs.

All Cleaning Checklists for each unit that is cleaned must be signed and submitted to the Park Office prior to the Contractor leaving the State Park premises each day.

These checklists will be used in conjunction with visual inspections to determine quality of janitorial services being performed. If unsatisfactory cleanings are found, reference Section VIII. Performance Issues for specific details on resolutions and potential consequences if not resolved. Sample checklists for each type of cleaning are provided with the Solicitation for reference.

Cleaning must be performed between the hours of 10:00 am and 3:00 pm unless otherwise approved by Park Management.

Visitor's check-in time for the cabins, cottages, and yurts is 3:00 pm.

EMERGENCY CLEANINGS: Contractor will be given a minimum 6-hour notice for any emergency cleanings. Emergency cleanings will take place between the hours of 10:00 am and 3:00 pm. Emergency cleanings may be required due to vandalism, bed bug infestation, or any other operational issues that arise. The quantity of cabin, cottage, and/or yurt emergency cleanings may fluctuate due to unexpected availability or damage to facilities. Vendors must make every effort to accommodate Emergency Cleaning requests, but if they are unable, they must inform the park as soon as feasible.

All work will be subject to inspection and acceptance by Park Management.

A. CABINS (10 Cabins)

Summer Season Cleanings: Cleaning once a week, every Friday, from the 2nd Friday in June to the 3rd Friday in August. (It is estimated 10 cleanings will be required per cabin for this period.)

Note: The Contractor must contact the park office the Thursday before the scheduled Friday cleaning to get the number of cabins to be cleaned.

Non-Summer Season Cleanings: From the 3rd Friday in August to the 2nd Friday in June, cabins will be cleaned after every occupant. During this period, the number of cabins to be cleaned on any given day may vary from as few as one (1) to a maximum of ten (10). Since there is a 2-night occupancy, cleanings may be required seven (7) days a week, including Sundays and/or legal holidays. During the non-summer season, the Park will notify the contractor of any changes prior to the scheduled cleaning.

Semi-Annual Cleanings: To be scheduled for Monday through Friday mid-March to the First week of April and mid-October to the first week of November.

Basic Daily Cabin Cleaning Requirements:

1. Mattress enclosures – Contractor will remove/change and launder, offsite, the enclosures once per week for all ten (10) cabins. This will be monitored and documented between Contractor and Park Manager or their designee. The Park will provide enough enclosures to cover every mattress and provide additional enclosures to replace the dirty enclosures while they are being laundered.
2. Contractor will check/monitor every enclosure at EVERY cleaning for signs of bedbugs and report all findings to Park Manager or his designee immediately.

3. Enclosures must be cycled through a washing machine, cleaned with detergent, and thoroughly dried in a hot dryer, offsite.
4. Contractor will complete inspections of cabins to assist in confirmation that there is no existing bed bug infestation. Inspections include checking mattresses for activity and using flashlights to inspect for insect activity along mattress seams, wall board joints adjacent to the bed, and on bedroom nightstands. Once inspection is completed the Contractor will report any findings immediately to the Park Manager or their designee.
5. The park will supply a HEPA vacuum equipped with a HEPA filter. It is the responsibility of the cleaning crew to regularly empty vacuums even if not used.
6. Vacuum all areas including carpeted areas, linoleum, and tile floors. Vacuum the furniture thoroughly, making sure to get under the cushions and beneath the frames.
7. Sweep, scrub, and mop kitchen, bathroom, and entranceway floors.
8. Empty and wet wipe trash receptacles. Place trash and recyclables in dumpsters provided by the park. Place new disposable liners in trash receptacles.
9. Clean bathroom. Disinfect and scrub shower stall with a non-abrasive cleaner designed for stainless steel. Scrub and sanitize commode, sink, and medicine cabinet. Remove soap scum from sink and shower stall. Remove and discard any remaining soaps or products. Replace toilet paper on holder (stack any extra on the shelf provided). Clean all chrome. All surfaces must be dust free.
10. Clean kitchen as follows:
 - a. Stove: Clean glass top stoves and wet wipe top & front. Clean and wet wipe range hood.
 - b. Oven: Clean and wet wipe front of oven door including the window. Use a damp rag to wet wipe and remove crumbs from bottom of oven. Clean oven using oven cleaner as necessary. (Do not use oven cleaner, such as Easy Off, on continual cleanings).
 - c. Refrigerator: Clean and wet wipe outside surfaces. Top must be dust free. Clean and wet wipe inside racks and surfaces. Clean and wet wipe in and under crisper drawers. Remove any dirt from freezer and wet wipe inside. Empty and clean drip pan. Discard any items left in refrigerator.
 - d. Sink: Clean fixtures, and wet wipe sink using appropriate non-abrasive cleaner.
 - e. Microwave: Wet wipe front door and interior. Remove microwavable tray to wash.
 - f. Cabinets and Countertop: Clean and wet wipe interior and exterior surfaces of bottom cabinets and overhead cabinets, including tops of overhead cabinets. Clean and wet wipe countertops and adjoining wall surfaces. All surfaces must be dust free.
11. Furniture: Dust and polish (wet wipe as necessary) all wooden furniture surfaces including kitchen table and chairs, living room chairs, couch, two (2) sets of bunk beds, double bed, end tables in living room and two (2) bedrooms, countertops,

microwave cart, shelves, lamps, lampshades, and windowsills (remove all insects and spiders from windows and sills), doorways (inside and outside), and lights. Spot clean and clean under upholstered cushions. All surfaces must be dust free.

12. Heat Fixtures: Dust and vacuum electric heat fixtures. During the fall/winter heating season, check heater thermostats and set three (3) thermostats at 60 degrees prior to leaving cabin.
13. Clean all mirrors with glass cleaner.
14. Wet wipe all mattresses. Rotate monthly.
15. Remove marks and dirt from walls, ceilings, windows, heating units, and screens.
16. Sweep porch and remove cobwebs.
17. Check for articles left by previous occupants. If there are any, give them to the Park Office.
18. Notify the Park Office of any vandalism, breakage, repairs required, etc., before leaving the park.
19. Close and lock all windows.
20. Climb ladder and dust above curtain rods and clean upper windows.
21. Climb ladder and dust ceiling rafters and ceiling fans.
22. Test smoke/fire alarms. Report deficiencies to the Park Office before leaving the Park for the day.
23. Check all lights, including porch light, and replace burned out bulbs in fixtures as needed. Bulbs will be provided by the Park. The Park is responsible for replacing bulbs in covered fixtures requiring tools. Notify the Park Office of any necessary replacements before leaving the Park for the day.
24. Contractor must complete Cleaning Checklist returning it to Park Office prior to leaving the Park for the day.

Semi-Annual Cleaning Requirements: The following tasks are to be performed, once during the early spring and once during the fall, at times agreed to by Park Management:

1. Will complete items 1 – 24 above.
2. Strip old wax from tile floors, apply new wax, and buff floors in the kitchen (move refrigerator), bathroom and entranceway.
3. Wash all windows inside and outside including screens and windowsills.
4. Clean all doors, walls, and ceilings with a cleaner specific to the surface.
5. Clean ceiling fan/light assembly, globes, and other light fixtures throughout cabin and on porch.
6. Shampoo carpets with appropriate cleaners and equipment.
7. Wash drapes, offsite.

8. Vacuum electric heat fixtures and refrigerator condenser.
9. Deep clean stove and oven.
10. Move and clean behind and under all furniture including refrigerator.
11. Clean all cabinets and drawers inside and outside.

B. COTTAGES (3 Camping Cottages)

Summer and Non-Summer Season Cleaning: From March 1st to January 3rd, cottages will be cleaned after every stay. During this period, the number of cottages to be cleaned on any given day may vary from as few as one (1) to a maximum of three (3). Since there is a 2-night occupancy, cleanings may be required seven (7) days a week, including Sundays and/or legal holidays. During the summer and non-summer season the Park will notify the contractor of any changes prior to the scheduled cleanings.

Semi-Annual Cleaning: To be scheduled for Monday through Friday mid-March to the First week of April and mid-October to the first week of November.

Basic Daily Cottage Cleaning Requirements:

1. Broom sweep and wet wipe floor.
2. Empty and wet wipe trash receptacles. Place trash and recyclables in dumpsters provided by the park. Place new disposable liners in trash receptacles.
3. Furniture: Dust and polish (wet wipe as necessary) all wooden furniture surfaces including kitchen table and chairs, two (2) sets of bunk beds, double bed, ceiling lights, and windowsills (remove all insects and spiders from windows and sills), doorways, (inside and outside) and lights. All surfaces must be dust free.
4. Mattress enclosures – Contractor will remove/change and launder, offsite, the enclosures once per week. This will be monitored and documented between Contractor and Park Manager or their designee. The Park will provide enough enclosures to cover every mattress and provide additional enclosures to replace the dirty enclosures while they are being laundered.
5. Enclosures must be cycled through a washing machine, cleaned with detergent, and thoroughly dried in a hot dryer, offsite.
6. Wet wipe all mattresses and rotate them monthly.
7. Remove marks and dirt from walls, ceilings, windows, heating units, and screens.
8. Sweep porch and remove all cobwebs.
9. Check for articles left by previous occupants. If any are found, turn them in to the Park Office.
10. Notify the Park Office of any vandalism, breakage, repairs required, etc., before leaving the Park.
11. Close and lock all windows.
12. Dust and vacuum electric heat fixtures. During the fall/winter heating season, ensure heaters are set at 60 degrees prior to leaving the cottage.

13. Climb ladder and dust above blinds and clean upper windows.
14. Climb ladder and dust ceiling rafters and ceiling fans.
15. Test smoke/fire alarms. Report deficiencies to the Park Office before leaving the Park for the day.
16. Check all lights, including porch light, and replace burned out bulbs in fixtures as needed. Bulbs will be provided by the Park. The Park is responsible for replacing bulbs in covered fixtures requiring tools. Notify the Park Office of any necessary replacements before leaving the Park for the day.
17. Contractor must complete inspections of cottages to assist in confirmation of no existing bed bug infestation and notify Park Office of any findings.
18. Complete Cleaning Checklist and drop off at the park office upon completion.

Semi-Annual Cleaning Requirements: The following tasks are to be performed, once during the early spring and once during the fall, at times agreed to by Park Management:

1. Will complete items 1 – 16 above.
2. Wash all windows inside and outside. Clean all screens and windows.
3. Clean all walls and ceilings with a cleaner specific to the surface.
4. Clean ceiling fan/light assembly, globes, and other light fixtures throughout cottage and on porch.
5. Vacuum mini blinds.
6. Vacuum electric heat fixtures.
7. Move and clean under and behind all furniture.

C. YURTS (2 Yurts)

Summer Season Cleanings: Cleaning once a week, on Friday, from 2nd Friday in June to the 3rd Friday in August. (It is estimated 10 cleanings will be required per yurt for this period.) Note: The Contractor must contact the park office the Thursday before the scheduled Friday cleaning to get the number of yurts to be cleaned.

Non-Summer Season Cleanings: From April 1st to the 2nd Friday in June, yurts will be cleaned after every occupant. Then again from the 3rd Friday in August to October 31st yurts will be cleaned after every occupant. During these periods, the number of yurts to be cleaned on any given day may vary from as few as one (1) to a maximum of two (2). Since there is a 2-night occupancy, cleanings may be required seven (7) days a week, including Sundays and/or legal holidays. During the non-summer season, the Park will notify the contractor of any changes prior to the scheduled cleaning.

Annual Cleanings: Annual cleaning for yurts will be scheduled for the 3rd week in March, one week prior to yurts opening for the season.

Basic Daily Yurt Cleaning Requirements:

1. Mattress enclosures – Contractor will remove/change and launder, offsite, the enclosures once per week. This will be monitored and documented between Contractor and Park Manager or their designee. The Park will provide enough enclosures to cover every mattress and provide additional enclosures to replace the dirty enclosures while they are being laundered.
2. Enclosures must be cycled through a washing machine, cleaned with detergent, and thoroughly dried in a hot dryer, offsite.
3. Wet wipe all mattresses and rotate monthly.
4. Sweep and scrub floor.
5. Empty and wet wipe trash receptacles. Place trash and recyclables in dumpsters provided by the park. Place new disposable liners in trash receptacles.
6. Clean kitchen as follows:
 - a. Stove: Clean glass top stove and wipe top and front.
 - b. Refrigerator: Clean and wet wipe outside surfaces. Top must be dust free. Clean and wet wipe inside racks and surfaces. Clean and wet wipe in and under crisper drawers. Remove any dirt from freezer and wet wipe inside. Empty and clean drip pan. Discard any items left in refrigerator.
 - c. Cabinets and Countertops: Clean and wet wipe interior and exterior surfaces of both bottom and overhead cabinets, including tops of overhead cabinets. Clean and wet wipe countertops and adjoining wall surfaces. All surfaces must be dust free.
7. Furniture: Dust and polish (wet wipe as necessary) all wooden furniture surfaces including kitchen table and chairs, two (2) sets of bunk beds, double bed, countertops, microwave, lamps, lampshades, and windowsills (remove all insects and spiders from windows and sills), doorways inside and outside, and lights. Spot clean and clean under furniture. All surfaces must be dust free.
8. Remove marks and dirt from walls, ceilings, windows, heating units, and screens.
9. Sweep porch and remove all cobwebs.
10. Check for articles left by previous occupants. If there are any, give them to the Park Office.
11. Notify the Park Office of any vandalism, breakage, repairs required, etc., before leaving the park for the day.
12. Close and lock all windows.
13. Dust and vacuum electric heat fixtures. During fall/winter heating season, ensure heaters are set at 60 degrees prior to leaving the yurts.
14. Climb ladder and dust ceiling rafters.
15. Check all lights, including porch light, and replace burned out bulbs in fixtures as needed. Bulbs will be provided by the Park. The Park is responsible for replacing

bulbs in covered fixtures requiring tools. Notify the Park Office of any necessary replacements before leaving the Park for the day.

16. Test smoke/fire alarms. Report deficiencies to the Park Office before leaving the Park for the day.
17. Contractor must complete inspections of the yurts to assist in confirmation of no existing bed bug infestations and notify Park Office of any findings prior to leaving the Park for the day.
18. Climb ladder and clean interior of ten (10) foot high dome window.
19. Remove cobwebs and insects from dome light area.
20. Remove screen from ten (10) foot high dome window, clean, remove debris and insects, reinstall screen to dome window.
21. Clean dome

Yurt Annual Cleaning Requirements:

1. Complete 1 – 21 above.
2. Clean window screens and clean plastic window flaps inside and out.
3. Clean all walls and ceilings with a cleaner specific to the surface.
4. Clean ceiling fan/light assembly, globes, and other light fixtures throughout yurt and on porch.
5. Vacuum electric heat fixtures and refrigerator condenser.
6. Move and clean behind all furniture including refrigerator.
7. Clean inside and outside of all cabinets and drawers.

IV. CONTRACTOR QUALIFICATIONS:

- A.** This Invitation for Bid (IFB) is reserved for the Small Business Procurement Initiative as designated in Executive Order 211-09 dated November 21, 2011. Only Self-Certified Small Businesses which have been certified by the Department of General Services prior to the bid opening date and time may submit a response to this IFB.

Your self-certification from the Department of General Services must be submitted along with your IFB response. Failure to produce a valid Self-Certified Small Business Certificate, that must be dated prior to opening date of this IFB, shall render your submission non-responsive.

For more information on the Department of General Services Small Business Self Certification process, please visit: www.smallbusiness.pa.gov.

- B.** 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 as non-responsive.

V. CONTRACTOR REFERENCES:

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 performed in the previous two (2) years as proof of qualifications to perform the work involved in this contract.

Similar work is defined as prior janitorial services experience in a high-volume, high-stress environment, that includes the need to meet specific deadlines with quick turnaround time. Interested vendors should be prepared to show they can prioritize varying daily workload that includes potential interaction with the public and overnight accommodation.

References are an optional tool available to the Department to help determine bidder capabilities. If any of these references are requested and a 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.

VI. 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:

- A. 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.
- 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.

Prior to commencement of the work under this 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.

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 these Certificates. The Commonwealth shall have the right to inspect the original insurance policies and/or Certificates.

A copy of the insurance certificates must be emailed to the Procurement Contact to: Jenenglish@pa.gov.

VII. CONTRACT TERM:

The Contract shall commence upon receipt of a Fully Executed Purchase Order or October 1, 2026, whichever is later, and terminates September 30, 2027.

Further, both parties may agree to renew this contract for up to four (4) additional consecutive annual terms, with the final termination date of September 30, 2031, upon the same terms and conditions set forth in this contract. The Department, based on past Contractor performance, may negotiate an increase in the unit price(s) by a rate not to exceed 3%.

The Department will reach out to the Contractor no later than May 31st prior to the termination date to begin renewal discussions.

Once the renewal terms are mutually decided, the Contractor must provide written notification of the intent to renew, including the requested price increases, if desired, to the Department no later than June 30th prior to the termination date. The renewal notice must be mailed to:

DCNR, Bureau of State Parks
Attention: Park Management
French Creek State Park
843 Park Road
Elverson, PA 19520-9523

Or emailed to: frenchcreeksp@pa.gov

VIII. PERFORMANCE ISSUES:

Summer and Non-Summer cleanings of Cabins, Camping Cottages and Yurts:

- A. If a cleaning is missed, the contractor will not be paid for that cleaning.
- B. If Summer and Non-Summer cleanings do not meet the requirements outlined herein, the contractor will be contacted to take immediate corrective actions (within 24 hours) that resolve all outstanding cleaning concerns.
- C. If the Contractor is unable or does not resolve any outstanding cleaning concerns within 24 hours, the contractor will not be paid for that respective cleaning.

- D. Five (5) unsatisfactory cleanings that require corrective action between the semi-annual cleanings are unacceptable. A mandatory performance meeting will be held with the prime contractor and all appropriate subcontractors to address performance concerns, discuss corrective actions, and outline potential repercussions.

Semi-Annual and Annual cleanings

- A. The park will thoroughly inspect each unit once the semi-annual cleanings are complete. A checklist of required work tasks will be completed by the park representative, and a copy will be provided to the contractor for each cleaning.
- B. Any missed or improperly performed tasks on the checklist must be properly rectified and approved by the park representative within seven (7) calendar days of the original cleaning date.
- C. Should the contractor unsatisfactorily rectify any missed or improperly handled tasks within seven (7) calendar days, the contractor will not be paid for that semi-annual cleaning.

IX. BID AWARD:

Bidder must complete and return the following with the bid response:

1. The electronic Invitation for Bid to be found at: www.pasupplierportal.state.pa.us.
2. A valid copy of Bidder's Self-Certification Form from the Department of General Services and The Small Business Procurement Initiative. Failure to produce a valid Self-Certified Small Business Certificate shall render Bidder's submission non-responsive.
3. A properly executed Worker Protection and Investment Certification Form.

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

It shall be understood and agreed that any quantities listed in the Contract are estimated only and may be increased or decreased in accordance with the actual requirements of the Commonwealth and that the Commonwealth in accepting any bid or portion thereof, contracts only and agrees to purchase only the materials and services in such quantities as represent the actual requirements of the Commonwealth. The Commonwealth reserves the right to purchase materials and services covered under the Contract through a separate competitive procurement procedures, whenever Commonwealth deems it to be in its best interest.

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

NOTE: The Department will only accept out to two (2) decimal points when entering your "Unit Price" Bid.

X. PAYMENT TERMS:

Payment shall be made on a reimbursement basis for actual services satisfactorily performed. Invoices must be submitted monthly.

This contract will be paid by Automated Clearing House (ACH), commonly referred to as direct deposit. Contractor should review V.23 CONTRACT-016.2 Automated Clearing House (ACH) Payments of the Commonwealth's Terms and Conditions for complete details and contractor's responsibilities.

XI. SERVICE SLIPS:

Contractors are required to provide signed and dated service slips to the Park Office no later than the end of each month.

To ensure prompt payment and verification of services rendered, *all* service slips must include:

1. The date of each cleaning
2. Each type of cleaning (summer, non-summer, semi-annual, etc.)
3. The location of each cleaning (cabin, cottage, or yurt) and quantity of each cleaned
4. Include contracted amount charged for each

XII. INVOICES:

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

All invoices for this contract **MUST** either be:

- A.** Emailed to the following for a Paperless Email Invoice Option: 69180@pa.gov

For information on the Commonwealth's E-Invoicing Program, visit:
[How to Submit Invoices | Commonwealth of Pennsylvania](#)

- B.** Or, mailed to the following address:

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

A copy of the invoice(s) **MUST** also be sent to the State Park Office:

By mail: French Creek State Park
843 Park Road
Elverson, PA 19520

Or email: frenchcreeksp@pa.gov

All invoices **MUST** have the purchase order number, your SAP Contractor Number and be itemized to include project number and dates of service on the invoice. 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.

Please Note: Vendors are reminded to NOT include any 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.

XIII. RECEIPT AND OPENING OF BIDS:

Bids must be submitted via the PA Supplier Portal, to be found at:
www.pasupplierportal.state.pa.us. Faxed, mailed and emailed 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 properly addressed and identified, or for any reason whatsoever.

XIV. BID RESULTS:

Bidders can obtain bid results by accessing: [PA - eMarketplace](#) .

The bids will be posted as soon as practicable following the bid opening. The results are the apparent bidders, with all bids under review until final award of the Fully Executed Purchase Order.