

**STATEMENT OF WORK
FACILITIES MAINTENANCE REPAIR SERVICES
INVITATION TO QUALIFY (ITQ) CONTRACT**

OVERVIEW: The purpose of the Facilities Maintenance Services ITQ is to qualify responsible and responsive Contractors to perform repair or preventative maintenance of facility equipment or systems and those parts required for repair or preventative maintenance for facilities owned by the Commonwealth of Pennsylvania. This ITQ also includes Roofing Services and Facility Control Services, which encompass predictive, preventative, and corrective maintenance of proprietary facility control systems used to manage building systems such as heating, ventilation, air conditioning, and temperature controls.

Materials with Services Exception: In the event an Agency is purchasing material(s) that require installation, the same vendor may be utilized for both the purchase of the material as well as the service component, under the condition that the vendor is also qualified on the Facilities Maintenance Materials ITQ and the applicable service category. The using Agency may purchase the materials directly from the qualified vendor without issuance of an RFQ. The vendor shall provide separate quotes that delineate material vs. service, and the using Agency must issue two POs, separating the material from service. This exception only applies to purchases of materials for the purpose of repair and/or replacement of existing equipment. This does NOT apply to the purchase or installation of brand-new equipment or the expansion of existing systems, including new or expanded facility control systems.

ISSUING OFFICE: This ITQ is managed and administered by the Commonwealth of Pennsylvania, Department of General Services (DGS), Bureau of Procurement. All inquiries should be referred to:

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TERM OF CONTRACT: Any contract issued to a qualified Contractor under this ITQ shall commence on the Contractor's Contract Effective Date and remain in effect for the duration of the ITQ term, including any extensions exercised by the Commonwealth, unless terminated earlier in accordance with the terms of the contract.

The ITQ shall have an initial term of five years, with the option, at the Commonwealth's sole discretion, to renew for one additional five-year term and an additional period not to exceed 90 days.

Contractors may be qualified and awarded a contract at any time during the term of the ITQ, including during any renewal or extension period exercised by the Commonwealth; however, the Commonwealth reserves the right to discontinue the qualification of new Contractors at any time and may elect to cease qualifying Contractors approximately sixty (60) days prior to the end of the ITQ term or any extension period.

QUALIFICATIONS: Contractors interested in becoming an ITQ Contractor must meet the following requirement. Failure to meet the requirements below will result in the application being rejected. Each

Contractor that meets the minimum qualifications will be awarded a contract. Award of a contract to a Contractor is not a guarantee of business.

Contractors may be qualified and awarded a contract at any time during the term of the ITQ, including during any renewal or extension period exercised by the Commonwealth. However, the Commonwealth reserves the right to discontinue the qualification of new Contractors at any time and may elect to cease qualifying new Contractors approximately 60 days prior to the end of the ITQ term or any extension period.

- A. Contractors must provide documentation showing two years of experience in the appropriate commodity code selected under Service Categories.
- B. **Attachment A, Manufacturer Identification Sheet.** Contractors performing Facility Control Services must complete Attachment A, the Manufacturer Identification Sheet. Contractors performing Facility Control Services must additionally be the manufacturer, an authorized dealer, or an authorized reseller of the proprietary facility control systems for which services will be provided. If not the manufacturer, Contractors may be required to provide a manufacturer's letter of authorization confirming authorization to service the manufacturer's products at the time the agencies issue an RFQ.

Once a Contractor is qualified under this ITQ it will not be permitted to unilaterally change authorized manufacturers represented. Contractors may request to add or remove manufacturers with a 60-day written notice to the Contracting Officer. The Contracting Officer will evaluate the requests and provide an official response to the Contractor.

- C. **Iran Free Certification Form.** Contractors must complete and provide the Iran Free Procurement Certification form to be eligible for the award of a contract.
- D. **Worker Protection and Investment.** Contractors must complete and provide the Worker Protection and Investment Certification form to be eligible for the award of a contract.
- E. **Lobby Certification and Disclosure.** Contractors must complete and provide the Lobbying Certification and Disclosure form to be eligible for the award of a contract.

FACILITIES MAINTENANCE REPAIR SERVICES ITQ COMMODITY CODES: Contractors will need to choose the appropriate commodity code(s) to qualify for this contract. Contractors will select the appropriate code(s) under the Business Details section of the qualification process. The Commonwealth may add additional commodity codes as the need arises. The table below lists the appropriate commodity code and description of each service category.

COMMODITY CODE	DESCRIPTION OF SERVICE CATEGORY
72000000-ITQ-605 Electrical Services	The Contractor shall provide preventative maintenance, testing, inspection, troubleshooting, and corrective repair services for electrical equipment managed by the Department to support continued operational reliability and performance. Covered equipment and services include, but are not limited to, switches, switchgear, compressors, equipment controls, calibration, electrical lines, electrical motors, and related electrical components. All work shall be performed in accordance with Original Equipment Manufacturer (OEM) specifications and applicable industry standards.
72000000-ITQ-606 HVAC Services	The Contractor shall provide preventative maintenance, testing, inspection, troubleshooting, and corrective repair services for HVAC equipment managed by the Department to support continued operational reliability and performance. Covered HVAC equipment and services include, but are not limited to, inspections, duct cleaning, boilers, chillers, rooftop units, split systems, control systems, exhaust systems, and related electrical components supporting heating and air conditioning operations. All work shall be performed in accordance with the National Electrical Code (NEC) and utilize UL-approved materials.
72000000-ITQ-607 Pumps & Controls Services	The Contractor shall provide preventative maintenance, testing, inspection, troubleshooting, and corrective repair services for pumps and control services equipment managed by the Department to support continued operational reliability and performance. Covered equipment and services include, but are not limited to, vibration and thermal analysis, periodic balancing, lubrication, laser alignment, and periodic replacement of seals and/or gaskets. All work shall be performed in accordance with Original Equipment Manufacturer (OEM) specifications and applicable industry standards.
72000000-ITQ-608 Steam Maintenance Services	The Contractor shall provide preventative maintenance, testing, inspection, troubleshooting, and corrective repair services for steam maintenance equipment managed by the Department to support continued operational reliability and performance. Covered equipment and services include, but are not limited to, heat exchanger, calibration, pressure reducing valves, pilot valves, sensing lines, spence valves diaphragms steam traps, and/or strainers. All work shall be performed in accordance with Original Equipment Manufacturer (OEM) specifications and applicable industry standards.

72000000-ITQ-609 Plumbing Services	The Contractor shall provide preventative maintenance, testing, inspection, troubleshooting, and corrective repair services for plumbing equipment managed by the Department to support continued operational reliability and performance. Covered equipment and services include, but are not limited to: Domestic Booster Systems, Water Heaters, Sewage Ejector Systems; Pumping Systems & Controls, Specialized Plumbing Fittings (Pressure Reducing Valves, Backflow Preventors, Check Valves). Inspections & Repair of Stormwater systems including rainwater conductors, catch basins, manholes, etc. All repairs shall be performed in accordance with the OEM Specifications. All work shall be performed in accordance with the National Electric Code using UL approved materials. Using agency will specify jurisdictional requirements.
72000000-ITQ-610 Cafeteria and Kitchen Services	The contractor will provide preventative maintenance, testing and inspection services to Cafeteria and Kitchen related Equipment managed by the Commonwealth Agency. All inspections and repairs must comply with 7 Pa. Code Chapter 46 Food Code. Equipment includes, but is not limited to, the following: coffee machines, dishwasher, ice machines, freezers, ovens, coolers, and grills. This category may not be utilized to purchase new equipment.
72000000-ITQ-611 Facility Control Services	The Contractor will provide predictive, preventative, and corrective maintenance services for proprietary facility control systems, including but not limited to systems controlling heating, ventilating, air conditioning, temperature control, and associated software and hardware. Services may include: • Preventative and performance maintenance conducted onsite and remotely, including commissioning to ensure optimal system performance. • Corrective repair services required to restore failed or worn components to proper operation. • Emergency services requiring Emergency Service requiring immediate on-site response. • Technical support, troubleshooting, customer support, and post-commissioning services. • Software upgrades, computer upgrades, and pneumatic or electric temperature control systems, limited to support of existing facility control systems. • Connectivity support required for system interfaces. • Energy assessments and audits performed as directed by the manufacturer or agency. • Training for agency staff, provided at no additional cost, as

	requested. Exclusions ○ Procurement of new facility control systems. ○ Expansion of existing systems.
72000000-ITQ-612 Roofing Services	The Contractor shall provide preventive maintenance, testing, inspection, and minor corrective repair services for existing roofing systems managed by the Department to ensure continued operational reliability and performance. Services may include, but are not limited to: • Routine and preventive roof inspections • Leak detection and evaluation • Minor roof repairs necessary to maintain watertight integrity • Repair or replacement of flashing, sealants, fasteners, and penetrations • Minor membrane patching and surface repairs • Drain, scupper, and gutter inspection and cleaning as related to roof performance • Temporary or emergency repairs (e.g., tarping or sealing) to mitigate active leaks or prevent further damage • Documentation and reporting of roof condition, deficiencies, and recommended corrective actions Exclusions This commodity code does not include: • Full roof replacement or re-roofing • Major structural repairs • Replacement or installation of decking, trusses, framing, or roof systems • Capital improvements, new construction, or renovation projects • Work requiring construction contracts or prevailing wage determinations. Agencies are responsible for determining whether a project constitutes construction and must review the Commonwealth Procurement Handbook, Part IV, Chapter 15 (Job Order Contracting Program) as a benchmark when making that determination.

REQUEST FOR QUOTES (RFQ) PROCEDURES: Commonwealth Agencies will issue an RFQ to qualified Contractors, through the Commonwealth's Custom Portal, powered by the JAGGAER system. Contractors will respond to the RFQ in the system. The requesting Agencies may require the qualified Contractors to furnish, upon request, additional documentation in the RFQ. The qualified Contractors selected for the RFQ process will receive a Purchase Order (PO) and will supply the service to meet the specific requirements as indicated in the RFQ.

The ITQ Contract's that are set up as County specific Contracts are to be reflected in all Agency Request for Quotes. Only the Suppliers qualified in the County or (Counties) identified will be eligible for participation in the Agency project Request for Quote.

Agencies will exercise a scoring method based upon the criteria set forth in the RFQ. The Scoring Methods are defined as follows:

- Best Value.
 - Refers to the process of selecting the quote which provides the greatest value to the agency based on evaluating and comparing all pertinent criteria, including cost, so that the Contractor whose overall proposal best suits the agency's needs is selected for each individual project; and
- Low Cost.
 - Refers to the lowest cost quoted from all proposals received that are deemed both responsive and responsible for the project.