

**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.

**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:

Kelly Warnick, Commodity Specialist  
Department of General Services  
Bureau of Procurement, 6<sup>th</sup> Floor  
555 Walnut Street  
Harrisburg, PA 17101-1914  
Telephone: (717) 214-3434 Facsimile: (717) 214-9505  
Email: [kwarnick@pa.gov](mailto:kwarnick@pa.gov)

**QUALIFICATIONS:** Contractors interested in becoming an ITQ Contractor must meet the following requirement. Failure to meet the below requirement 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 must provide documentation showing two (2) years of experience in the appropriate commodity code selected under Service Categories.

**SERVICE CATEGORIES:** 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-128 Electrical Services	The Contractor will provide preventative maintenance, testing and/or inspection services to the electrical equipment managed by the Department. Any repair services performed must be as a direct result of, and be required to complete the, specific preventative maintenance and/or inspection activities. Electrical equipment and services to be included but not limited to switches, switch gear, compressors, equipment controls, equipment calibration, electric lines, electrical motors and other electrical equipment.
72000000-ITQ-129 HVAC Services	The Contractor will provide preventative maintenance, testing and/or inspection services to the HVAC equipment managed by the Department. Any repair services performed must be as a direct result of, and be required to complete the, specific preventative maintenance and/or inspection activities. HVAC equipment and services includes but is not limited to Inspections, Boilers/Chillers/Roof top units/Split Systems, Controls, and Exhaust Systems and other electrical equipment related to the heating and air

	conditioning. All work shall be performed in accordance with the National Electrical Code using UL approved materials.
72000000-ITQ-130 Pumps & Controls Services	The Contractor will provide preventative maintenance, testing and/or inspection services to the pumps and controls within the facilities managed by the Department. Any repair services performed must be as a direct result of, and be required to complete the, specific preventative maintenance and/or inspection activities. Pumps, and controls services shall consist of, but not be limited to, vibration /thermal analysis, periodic balancing, lubrication, laser alignment, periodic replacement of seals and/or gaskets. All repairs shall be performed in accordance with the Original Equipment Manufacturers (OEM) Specifications
72000000-ITQ-131 Steam Maintenance Services	The Contractor will provide preventative maintenance, testing and/or inspection services to the Steam service equipment managed by the Department. Any repair services performed must be as a direct result of, and be required to complete the, specific preventative maintenance and/or inspection activities. Steam services and equipment to be included but not limited to heat exchanger, calibration, pressure reducing valves, pilot valves, sensing lines, Spence valves diaphragms steam traps, and/or strainers.
72000000-ITQ-296 Plumbing Services	The Contractor will provide preventative maintenance, testing and/or inspection services to the Plumbing Equipment managed by the Department. Any repair service performed must be as a direct result of and be required to complete the specific preventative maintenance and/or inspection activities. Plumbing equipment includes but is 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.

**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.