

ATTACHMENT A

Statement of Work - Water Treatment Chemicals

CONTRACT OVERVIEW: This Invitation for Bid (IFB) **6100047318 Supplement** (original bid 6100043831) (identified here and in the other documents as the “Contract”) is being issued by the Pennsylvania Department of General Services (DGS), Bureau of Procurement (BOP), on behalf of all using Commonwealth Agencies to cover their requirements for water treatment chemicals within the Commonwealth of Pennsylvania (Commonwealth).

SCOPE: This contract provides for the procurement of water treatment chemicals used in applications such as HVAC, potable drinking water, wastewater treatment, mine run off treatment and swimming pools. This contract does not include services of any description and shall be for the purchase of chemicals (materials) only.

Below are the chemicals required for this contract and the Pennsylvania Commercial Item Descriptions (PCID) are attached to this solicitation. Chemicals provided shall be in accordance with PCIDs.

PCID	Chemical Name
1070	Sodium Hydroxide (caustic soda)
1071	Sodium Carbonate
1073	Sodium Sulfite
1074	Lime
1124	Sodium Hexametaphosphate
1125	Sodium Hypochlorite
1126	Aluminum Chloride Hydroxide Sulfate
1128	Magnesium Hydroxide
1134	Wastewater Nutrient
1135	Ferric Chloride
1136	Soda Ash Briquettes
1137	Wastewater Treatment Compound – Micro Nutrient Bacterial Booster
1138	Bio-Augmentation – Non-Pathogenic
1139	Wastewater Odor Neutralizer
1140	Fats, Oil & Grease (FOG) Control
1142	Cationic Emulsion Polymer Flocculate
1147	Potassium Hydroxide
1148	Sodium Chloride
1149	Bacterial Grease Trap & Interceptor
1150	Bacterial Drain Maintainer
1151	Clock-Based Chemical Feed System
1157	Aluminum Sulfate – Dry Ground
1158	Aluminum Sulfate – Liquid
1159	Calcium Hypochlorite

PCID	Chemical Name - <i>Continued</i>
1160	Sodium Bicarbonate
1161	Anionic Polyacrylamide Flocculate (dry)
1165	**Anionic Polyacrylamide Flocculate, Emulsion (liquid)
1166	**Hydrogen Peroxide, Technical Grade 50%
N/A	**Ferri+Plus 1000 Series <i>**Added to contract by Supplement</i>

CONTRACT TERM: Notwithstanding Part V.2 (Contract-002.1a Term of Contract) of the standard terms and conditions, the contract shall begin on the effective date and shall expire on December 31, 2019, excluding any renewal options.

OPTION TO RENEW: Contract(s) may be renewed for three (3) additional one (1) year terms by mutual agreement between the Commonwealth and the supplier(s) per Section V.3 CONTRACT-002.2b of the Terms and Conditions.

INCURRING COSTS: The Commonwealth is not liable for any costs or expenses incurred by bidders in preparation of their bid for this IFB.

METHOD OF AWARD: This will be a multi-award contract. All bidders deemed responsive and responsible will be awarded a contract.

BIDDING - PRICING & COUNTY COVERAGE: Bidders must submit their bids electronically through the PA Supplier Portal. Bidders are not required to submit pricing for all line items but they must provide pricing for the line items they are offering on the tab in Attachment B – Bid Sheet.

Current awarded suppliers are invited to bid on newly added items or on items they did not offer on the original bid. They cannot change the pricing of their items currently on contract. New potential suppliers are encouraged to bid on all items as they apply to their respective offerings.

For some items listed on Attachment B – Bid Sheet, the Commonwealth has made an allowance for bidders to provide different container sizes. In many instances, the Commonwealth has indicated the required sizes. The Commonwealth reserves the right to not award all container size options offered by bidders at its sole discretion.

New potential bidders should specify the counties where they intend to deliver by completing the tab in Attachment B – Bid Sheet, entitled ‘Service Area - by County’. Suppliers may modify their list of counties after a contract is awarded by written notification to the Commodity Specialist. All bidders ***must*** complete, attach and submit the following attachment to their bid electronically:

- Attachment B- Bid Sheet

In addition, bidders should provide additional documentation to determine whether a bidder meets the eligibility requirements. They *should* complete and submit the following attachments to their bid electronically:

- Attachment C - Iran Free Procurement Certification Form
- Attachment D - Reciprocal Limitations Act (State of Manufacture) Form
- Attachment E - COSTARS Program Election to Participate Form (if choosing to participate & include the Pennsylvania Small Business Certificate, if it applies)

MINIMUM ORDER: Each bidder should indicate in the space provided on Attachment B – Bid Sheet, their required minimum order. The minimum order may be expressed in units or dollars. A bidder may choose to have a minimum by line or by total delivery. *If the space provided is left blank there shall be no minimum delivery for that line item.*

SHIPPING AND DELIVERY: Bid prices are to be to FOB destination and shall include all transportation, transportation arrangements, delivery and handling charges to any location as listed on the bidders Attachment B – Bid Sheet, Service Area - by County.

Awarded suppliers are required to notify an Agency within forty-eight (48) hours if an ordered item is out of stock and provide the lead time associated with stock replenishment. Should a product not be anticipated to become available for delivery within thirty (30) calendar days ARO, the Agency is permitted to cancel the order at no cost and obtain the item from another awarded supplier.

PRICE ADJUSTMENTS: Awarded suppliers are permitted to change pricing at the time of renewal by mutual agreement between the supplier and the Commonwealth of Pennsylvania.

OPEN ENROLLMENT: Open enrollment for this contract may be publicly solicited through supplemental bids periodically as determined by the Issuing Office. Items that were not included in the original solicitation but are related to the scope of this contract may be added during that time. New potential suppliers may seek to be added as a contracted supplier by submitting a bid during that time. Existing contracted suppliers may seek to add additional items to their contract by submitting a bid during that time.

MODIFICATION OF ITEMS: Awarded suppliers may change and/or add additional units of measure (UOM) for chemicals by mutual agreement between the supplier and the Commonwealth of Pennsylvania.

REPORTING REQUIREMENTS: As a condition of being awarded a contract through this procurement, the Department of General Services may require awarded suppliers to provide usage reports of all sales activity against this contract. When requested, reports should be submitted using MS Excel. The report should include individual columns for the following, but is not limited to: Ordering Method (PO or P-Card), Purchase Order Number, Chemical Name, Invoice Date, Using Agency/Department (customer), Quantity, Unit of Measure (UOM), Unit Price and Total Price.

COSTARS: DGS has identified this contract as one which will be made available for COSTARS (**1.9 IFB-027.1 COSTARS Program**) participation, should an awarded supplier choose to participate, the COSTARS program allows for local procurement units, etc. to use this contract. Interested bidders should review

the [COSTARS](#) website and download the COSTARS Election to Participate form, attached to this solicitation, complete it and attach it to their bid electronically.

If the supplier is certificated as a Small Business in Pennsylvania, they pay a reduced administrative fee(s) and should provide a copy of their Department of General Services, Small Business Certification with their bid. Administrative fee(s) should not be submitted until after an award is made and the awarded supplier receives an instruction letter from the BOP. Participating suppliers are required to submit quarterly reports electronically and the administration fee is to be submitted annually. The annual fee submitted aligns with the contract period.

INQUIRES: Questions concerning this IFB may be directed to Shelbie Pickering, Commodity Specialist at 717-703-2947 or at spickering@pa.gov