

STATEMENT OF WORK
STAINLESS STEEL WATER BOTTLE
6100058974

CONTRACT SCOPE/OVERVIEW. The Department of Labor and Industry (DLI) is issuing this Invitation for Bids (IFB) to procure 17-ounce navy blue stainless steel insulated water bottles with white DLI logo.

METHOD OF AWARD. This is a single award. Additionally, this solicitation is reserved for the DGS Certified Small Businesses. Only DGS Certified Small Businesses will be considered for award. Bidders will attach the DGS Small Business Certificate to their response.

The Commonwealth will award a 2-year purchase order by low cost to the responsible and responsive bidder who meets the eligibility requirements. The vendor will honor the bid price for the full term of the purchase order.

Bidders who are interested in participating in this program may find more information about the Small Business Contracting program and how to self-certify at www.dgs.pa.gov/bdisbo.

CUSTOM GRAPHIC INSTRUCTIONS. The insulated water bottle requires a custom logo design printed on front and back. The desired logos are in Attachment B. Front and Attachment B Back. The Logo be in the Felbridge font and will be to the best fit on the imprint and color of material

Proof to show images superimposed on each item that will be used will be sent for approval to the Bureau of Administrative Services (BAS) via the Issuing Officer prior to manufacturing begins.

Any deviations from the original specifications must be approved by the BAS.

The DLI Logo must be represented in accordance with the DLI Style Guide pp 4, 5, 6, 7, 8, 9 and 10. *Attachment A.*

Description: Thor Copper Vacuum Insulated Bottle – 17oz.



Size: Holds 17 ounces

Material: Double-wall stainless steel

Color of Bottle: Navy blue with white logo

Font: Felbridge

Ink(s): Full-color DLI Logo imprint on front of tumbler- Attachment B Front

Full-color *Working with Grace* logo on back of tumbler Attachment B
Back

PRICING. Bidders must submit a bid price per item electronically in the SRM bid. The bid price must include all costs associated with execution of the job; logo set up, transportation, freight, materials, equipment, labor, and any other required costs necessary to complete work as outlined. Bidder will incorporate the set-up cost for each promotional item into the cost per unit.

QUANTITY. The initial quantity for this solicitation is 4272. This is an estimated quantity and may be increased or decreased based on need during the term of the purchase order.

PAYMENT TERMS.

Payment shall be made on a reimbursement basis for actual services performed and accepted by the DLI.

Invoices shall be emailed to RA 69180@pa.gov and to the Project Administrator. Only one invoice per email is permitted.

CONTRACTING OFFICE. All inquiries should be referred to:

Lori Baker, Issuing Officer

Department of Labor & Industry

Bureau of Administrative Services, Procurement

651 Boas Street

Harrisburg, PA 17121

Email: RA-li-OIT-BAS-Procur@pa.gov