

STATEMENT OF WORK

Information for Bid (IFB) Pennsylvania Public Utility Commission (PUC)

ANNUAL MAINTENANCE & SERVICES MEKEL MICROFILM MACH 7 & MACH 10 SCANNERS

The PA Public Utility Commission has two Mekel Microfilm scanners, Mach 7 and Mach 10, that require annual maintenance coverage. We are soliciting bids to supply annual on-call maintenance and preventative maintenance to include hardware and software.

The term is for a one (1) year period, with an option of one (1) additional one-year renewal, so long as the Commonwealth provides written notice to the Contractor of its intention to extend the Contract by letter prior to the expiration of the term of the agreement, or any extension thereof. Any renewals will be at the sole discretion of the Commonwealth and will be under the same terms, covenants, and conditions. The term of this Project may also be extended by and at the sole option of the Commonwealth for up to 90 days upon the same terms and conditions where a continued need exists for the services of the selected Contractor and there has been no termination under the terms of the Purchase Order.

Requirements for Mach 7:

- ON-SITE FULL COVERAGE PREVENTATIVE MAINTENANCE
- PREVENTATIVE MAINTENANCE FOR SOFTWARE

Requirements for Mach 10:

- ON-SITE FULL COVERAGE PREVENTATIVE MAINTENANCE
- PREVENTATIVE MAINTENANCE FOR SOFTWARE
- ANNUAL QUANTUM PROCESS SOFTWARE SUPPORT PREVENTATIVE MAINTENANCE

Trade Secret/Confidential Proprietary Information Notice

Instructions:

The Commonwealth may not assert on behalf of a third party an exception to the public release of materials containing information believed to be exempt from public disclosure, including trade secrets or confidential proprietary information, unless the materials are accompanied, at the time they are submitted, by this form or a document containing similar information. In addition, in order to protect the safety and security of individuals, infrastructure, and information technology systems, the Commonwealth requires third parties to designate as confidential any information submitted by the third parties that, if disclosed, would be reasonably likely to jeopardize safety or security.

It is the responsibility of the party submitting this form to ensure that all statements and assertions made below are legally defensible and accurate. The Commonwealth will not provide a submitting party any advice with regard to Pennsylvania's *Right-to-Know Law*, [65 P.S. §§ 67.101—67.3104](#), or laws relating to trade secret or confidential proprietary information.

Name of submitting party:

Francis Wangenye

Contact information for submitting party:

Crowley Micrographics, Inc. dba: The Crowley Company
5111 Pegasus Ct, Ste M, Frederick, MD 21704
240-215-0224 EX. 243

Please provide a brief overview of the materials that you are submitting (e.g. bid proposal, quote, grant application, statement of work, technical schematics):

-Quote # 7173, attached

Please provide a brief explanation of why the materials are being submitted to the Commonwealth (e.g. response to bid, RFP or RFQ #12345, application for grant XYZ being offered by the Department of Health, documents required to be submitted under law ABC):

- Response to bid

Please indicate if any information has been included that you believe is exempt from public disclosure by checking the appropriate box below: *(Note: Financial information submitted in response to an RFP or IFB to demonstrate economic capability is exempt from public disclosure in accordance with Section 708(b)(26) of the Right-to-Know Law, 65 P.S. 67.708(b)(26)).*

- No information has been included that I believe is exempt from public disclosure.
- Information has been included that I believe is exempt from public disclosure.

Please provide a list detailing which portions of the material being submitted you believe are exempt from public disclosure. This includes trade secret, confidential or proprietary information, or information that if disclosed would be reasonably likely to jeopardize the safety or security of an individual, infrastructure, or information technology system. Please provide an explanation of why you think those materials constitute a trade secret, confidential or proprietary information, or why disclosure of those materials would be reasonably likely to jeopardize safety or security. Also, please mark the submitted material in such a way to allow a reviewer to easily distinguish between the parts referenced below. (You may attach additional pages if needed)

Note: Without substantial justification, the following information will not be considered a trade secret or confidential proprietary information:

- Any information submitted as part of a vendor’s cost response.
- Information submitted as part of a vendor’s technical response or statement of work that does not implicate safety and security, or pertain to specific business practices or product specification.
- Information submitted as part of a vendor’s technical or small diverse business and small business response that is otherwise publicly available or otherwise easily obtained.
- Information detailing the name, quantity, and price paid for any product or service being purchased by the Commonwealth.

<u>Page Number</u>	<u>Description</u>	<u>Explanation</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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Acknowledgment

The undersigned party hereby agrees that it has read and completed this form, and has marked the material being submitted in accordance with the instructions above. The undersigned party acknowledges that the Commonwealth is not liable for the use or disclosure of trade secret, confidential or proprietary information, or information that if disclosed would be reasonably likely to jeopardize the safety or security of an individual, infrastructure or information technology system, where that data or information has not been clearly marked as such, and which was not accompanied by a specific explanation included with this form.

The undersigned agrees to defend any action seeking release of the materials it believes to be trade secret, confidential or proprietary, or would be reasonably likely to result in a safety or security risk if disclosed. The undersigned also agrees to indemnify and hold harmless the Commonwealth, its agents and employees, from any judgments awarded against the Commonwealth in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives so long as the Commonwealth has possession of the submitted material, and will apply to all costs unless and until the undersigned provides a written statement or similar notice to the Commonwealth stating that it no longer wishes to exempt the submitted material from public disclosure.

The undersigned acknowledges that the Commonwealth is required to keep all records for at least as long as specified in its published records retention schedule.

The undersigned acknowledges that the Commonwealth reserves the right to reject the undersigned's claim that the information is trade secret, confidential, proprietary or is reasonably likely to result in a safety or security risk if disclosed, if the Commonwealth determines that the undersigned has not met the burden of establishing that the information constitutes a trade secret, confidential, or is otherwise exempt. The undersigned also acknowledges that if only a certain part of the submitted material is found to constitute a trade secret, is confidential or proprietary, or is otherwise exempt, the remainder of the submitted material will become public; only the protected information will be removed and remain nonpublic.

If being submitted electronically, the undersigned agrees that the mark below is a valid electronic signature.

<u>francis wangenye</u>	<u>Contract Administrator</u>	<u>07/17/2023</u>
Signature	Title	Date



WORKER PROTECTION AND INVESTMENT CERTIFICATION FORM

A. Pursuant to Executive Order 2021-06, *Worker Protection and Investment* (October 21, 2021), the Commonwealth is responsible for ensuring that every worker in Pennsylvania 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 Pennsylvania’s Unemployment Compensation Law, Workers’ Compensation Law, and all applicable Pennsylvania state labor and workforce safety laws including, but not limited to:

1. Construction Workplace Misclassification Act
2. Employment of Minors Child Labor Act
3. Minimum Wage Act
4. Prevailing Wage Act
5. Equal Pay Law
6. Employer to Pay Employment Medical Examination Fee Act
7. Seasonal Farm Labor Act
8. Wage Payment and Collection Law
9. Industrial Homework Law
10. Construction Industry Employee Verification Act
11. Act 102: Prohibition on Excessive Overtime in Healthcare
12. Apprenticeship and Training Act
13. Inspection of Employment Records Law

B. Pennsylvania law establishes penalties for providing false certifications, including contract termination; and three-year ineligibility to bid on contracts under 62 Pa. C.S. § 531 (Debarment or suspension).

CERTIFICATION

I, the official named below, certify I am duly authorized to execute this certification on behalf of the contractor/grantee identified below, and certify that the contractor/grantee identified below is compliant with applicable Pennsylvania state labor and workplace safety laws, including, but not limited to, those listed in Paragraph A, above. I understand that I must report any change in the contractor/grantee’s compliance status to the Purchasing Agency immediately. I further confirm and understand that this Certification is subject to the provisions and penalties of 18 Pa. C.S. § 4904 (Unsworn falsification to authorities).

<i>Signature</i>	<i>Date</i>
<i>francis wangenye</i>	07/17/2023
<i>Name (Printed)</i>	
Francis Wangenye	
<i>Title of Certifying Official (Printed)</i>	
Contract Administrator	
<i>Contractor/Grantee Name (Printed)</i>	

RFx Number

6100059022

CROWLEY MICROGRAPHICS INC

6500148569

Header Data

Status

Submitted

Version Number

3

3

Net value

20,668.00 USD

Is the offer in accordance with the "Representations and Autl Yes

Has the submitter read, and does the submitter understand, i Yes

1 ON SITE MAINTENANCE MACH 7

1 Net price

1 EA

9,584.00 USD

1 Net value

9,584.00 USD

2 SOFTWARE MAINTENANCE MACH 7

2 Net price

1 EA

500 USD

2 Net value

500 USD

3 ON SITE MAINTENANCE MACH 10

3 Net price

1 EA

9,584.00 USD

3 Net value

9,584.00 USD

4 SOFTWARE MAINTENANCE MACH 10

4 Net price

1 EA

500 USD

4 Net value

500 USD

5 QUANTUM SOFTWARE SUPPORT MACH 10

5 Net price

1 EA

500 USD

5 Net value

500 USD

The Crowley Company
 Phone: 240-215-0224
 Fax: 240-215-0234
 5111 Pegasus Ct, Suite M
 Frederick, MD 21704



Quote
 No.: 7173
 Date: 6/6/2023

Prepared for:
 TERRI BENZEL
 PENNSYLVANIA PUC - SECRETARY BUREAU
 400 NORTH STREET
 2ND FLOOR
 HARRISBURG, PA 17120

Prepared by: Francis Wangenye
 Account No.: 21356

Quantity	Item ID	Description	UOM	Discount	Sell	Total
1	CM-MACHX-PMC	ON-SITE FULL COVERAGE PREVENTATIVE MAINTENANCE CONTRACT	EA	\$0.00	\$9,584.00	\$9,584.00
1	CM-MACHX-SMC	PREVENTATIVE MAINTENANCE FOR SOFTWARE	EA	\$1,400.00	\$500.00	\$500.00
1	CM-Q-SMC	QANTUM PROCESS SOFTWARE MAINTENANCE CONTRACT	EA	\$0.00	\$500.00	\$500.00
MACH 10 S/N: 160106 EFFECTIVE DATES: 8/19/23 - 8/18/24						
1	CM-MACHVII-PMC	ON-SITE FULL COVERAGE PREVENTATIVE MAINTENANCE CONTRACT	EA	\$0.00	\$9,584.00	\$9,584.00
1	CM-MACHVII-SMC	PREVENTATIVE MAINTENANCE FOR SOFTWARE	EA	\$1,400.00	\$500.00	\$500.00
MACH 7 S/N: 200202 EFFECTIVE DATES: 8/19/23 - 8/18/24						

Item Total: \$23,468.00
 Your Price: \$20,668.00
 Total: \$20,668.00
 You saved: \$2,800.00
 For a savings of 11.93%

73.68% DISCOUNT APPLIED TO SOFTWARE COVERAGE

Prices are firm until 8/18/2023 Terms: Net 30

Prepared by: Francis Wangenye, contracts@thecrowleycompany.com

Date: 6/6/2023

Accepted by: _____ Date: _____

Disclaimer

All prices quoted are valid for 30 days. Please email signed quote and PO to contracts@thecrowleycompany.com. You may also fax signed quote to 240-215-0234 for your order to be placed. Thank you for your business.



**COMMONWEALTH OF PENNSYLVANIA
PUBLIC UTILITY COMMISSION
P.O. BOX 3265
HARRISBURG, PENNSYLVANIA 17105**

July 24, 2023

Matthew McCabe
Crowley Micrographics Inc
5111 Pegasus C Ste M
Fredrick, MD 21704

Dear Mr. McCabe,

The purpose of this letter is to notify that the PA Public Utility Commission has accepted the results of your bid on solicitation # 6100059022 Microfilm Scanner Maintenance. Purchase Order 4300779830 has been approved and services may commence on August 19, 2023. The contract term will continue through August 18, 2024 with the option to extend for one (1) additional one-year term.

Issuance of this Notice of Award shall not constitute a waiver of the Department's right to rescind the award. Please ensure that all invoices have the PO number listed. Please reference PO # 4300779830 on all invoices. Submit invoices by email to ra-ob69180@pa.gov.

Thank you for your participation and we look forward to doing business with you.

Sincerely,

A handwritten signature in blue ink that reads "Elizabeth Berkich".

Elizabeth Berkich
PA Public Utility Commission
Issuing Officer
717-787-6686



FULLY EXECUTED
Purchase Order No: 4300779830
Original PO Effective Date: 07/24/2023
PO Issue Date: 07/24/2023
Valid From: 08/19/2023 To 08/18/2024

Your SAP Vendor #: 196896

Please Deliver To:
PUC Storeroom
400 North Street Keystone Bldg, H-West Ground Fl
Harrisburg PA 17120 US

Supplier Name/Address:
CROWLEY MICROGRAPHICS INC
DBA THE CROWLEY COMPANY
5111 PEGASUS CT STE M
FREDERICK MD 21704-8318 US

Please Bill To:
Save time, reduce cost, get paid faster:
Email PDF invoice to 69180@pa.gov
<https://www.budget.pa.gov/Programs/Pages/e-Invoicing.aspx>

Supplier Phone Number: 240-215-0224
Supplier Fax Number: 240-215-0234

Or mail paper invoice to:
Commonwealth of Pennsylvania
PO Box 69180, Harrisburg, PA 17106

Purchasing Agent

Name: PUC Central
Phone: 717-772-2152
Fax: 717-772-1934

Purchase Order Description:
REQ 109700 SEC MICROFILM SCANNER MAINT

This Purchase Order is comprised of: The above-referenced Solicitation, the Suppliers Bid or Proposal, and any documents attached to this Purchase Order or incorporated by reference.

Suppliers must provide four mandatory elements on PO invoices: PO Number, Invoice Date, Invoice Number, and Invoice Gross Amount. Failure to comply will result in the return of the invoice. Additional optional information such as supplier name, address, remit to information and PO Line Item information will improve invoice processing.

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
1	ON SITE MAINTENANCE MACH 7	1.000	Each	08/19/2023	9,584.00	1	9,584.00
Item Text ON-SITE FULL COVERAGE PREVENTATIVE MAINTENANCE FOR MACH 7							
2	SOFTWARE MAINTENANCE MACH 7	1.000	Each	08/19/2023	500.00	1	500.00
Item Text PREVENTATIVE MAINTENANCE FOR SOFTWARE LICENSE FOR MACH 7							

Information:

Total Amount:
SEE LAST PAGE FOR TOTAL OF ALL ITEMS

Currency: USD

Supplier's Signature _____

Title _____

Printed Name _____

Date _____



FULLY EXECUTED
 Purchase Order No: 4300779830
 Original PO Effective Date: **07/24/2023**
 PO Issue Date: **07/24/2023**
 Valid From: 08/19/2023 To 08/18/2024

Supplier Name:
CROWLEY MICROGRAPHICS INC
DBA THE CROWLEY COMPANY

Item	Material/Service Desc	Qty	UOM	Delivery Date	Net Price	Price Unit	Total
3	ON SITE MAINTENANCE MACH 10	1.000	Each	08/19/2023	9,584.00	1	9,584.00
Item Text							
ON-SITE FULL COVERAGE PREVENTATIVE MAINTENANCE FOR MACH 10 MICROFILM SCANNER							

4	SOFTWARE MAINTENANCE MACH 10	1.000	Each	08/19/2023	500.00	1	500.00
Item Text							
PREVENTATIVE MAINTENANCE FOR SOFTWARE LICENSE FOR MACH 10							

5	QUANTUM SOFTWARE SUPPORT MACH 10	1.000	Each	08/19/2023	500.00	1	500.00
Item Text							
ANNUAL QUANTUM PROCESS SOFTWARE SUPPORT PREVENTATIVE MAINTENANCE FOR MACH 10							

General Requirements for all Items:

Header Text

REFERENCE IFB 6100059022
 REFERENCE QUOTE 7173

TERM: ONE (1) YEAR PERIOD, W/ OPTION OF ONE (1) ADDITIONAL ONE-YEAR RENEWAL.

JUST: ANNUAL MAINTENANCE AND SUPPORT IS NEEDED FOR MICROFILM EQUIPMENT AND SOFTWARE.

MACH 10 - SERIAL # 160106

MACH VII - SERIAL # 200202

No further information for this PO.

Information:

Total Amount:

20,668.00

Currency: USD