



**FULLY EXECUTED - CHANGE 1**

Contract Number: 4400024834

Original Contract Effective Date: 02/23/2022

Valid From: 04/01/2022 To: 03/31/2025

All using Agencies of the Commonwealth, Participating Political Subdivision, Authorities, Private Colleges and Universities

**Purchasing Agent**

Name: Zarr Jamie

Phone: 223-231-9323

Fax: 717-214-9505

Your SAP Vendor Number with us: 207983

**Supplier Name/Address:**

MEDLINE INDUSTRIES HOLDINGS LP  
DBA MEDLINE INDUSTRIES INC  
3 LAKES DR  
NORTHFIELD IL 60093-2753 US

Supplier Phone Number: 847-643-4928

Supplier Fax Number: 847-949-2497

**Please Deliver To:**

To be determined at the time of the Purchase Order unless specified below.

**Contract Name:**

Incontinent Supplies

**Payment Terms**

NET 30

Solicitation No.:

Issuance Date:

Supplier Bid or Proposal No. (if applicable):

Solicitation Submission Date:

This contract is comprised of: The above referenced Solicitation, the Supplier's Bid or Proposal, and any documents attached to this Contract or incorporated by reference.

Item	Material/Service Desc	Qty	UOM	Price	Per Unit	Total
1	Incontinent Supplies	0.000		0.00	1	0.00
2	Incontinent Supplies	0.000		0.00	1	0.00
3	Incontinent Supplies	0.000		0.00	1	0.00
4	Incontinent Supplies	0.000		0.00	1	0.00
5	Incontinent Supplies	0.000		0.00	1	0.00
6	Incontinent Supplies	0.000		0.00	1	0.00

**Information:**

Supplier's Signature \_\_\_\_\_

Title \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_



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**Supplier Name:**  
MEDLINE INDUSTRIES HOLDINGS LP  
DBA MEDLINE INDUSTRIES INC

Item	Material/Service Desc	Qty	UOM	Price	Per Unit	Total
7	Incontinent Supplies	0.000		0.00	1	0.00
8	Incontinent Supplies	0.000		0.00	1	0.00

**General Requirements for all Items:**

**Header Text**

Extended contract end date to 3/31/25, required documentation can be found in records management. JZ - 3/25/24.

This Contract is for the procurement of Incontinent Supplies for the Commonwealth of PA.

A list of Brands to be purchased from this supplier will be available on the Contract Overview.

Pricing is available as an attachment on this contract.

**Information:**



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Valid From: 04/01/2022 To: 03/31/2023

All using Agencies of the Commonwealth, Participating Political  
Subdivision, Authorities, Private Colleges and Universities

**Purchasing Agent**

Name: Walters Corinna  
Phone: 717-346-7097  
Fax: 717-346-3820

Your SAP Vendor Number with us: 207983

**Supplier Name/Address:**  
MEDLINE INDUSTRIES HOLDINGS LP  
DBA MEDLINE INDUSTRIES INC  
3 LAKES DR  
NORTHFIELD IL 60093-2753 US

**Please Deliver To:**

To be determined at  
the time of the Purchase Order  
unless specified below.

Supplier Phone Number: 847-643-4928

Supplier Fax Number: 847-949-2497

**Contract Name:**  
Incontinent Supplies

**Payment Terms**  
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Solicitation No.: Issuance Date:

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4	Incontinent Supplies	0.000		0.00	1	0.00
5	Incontinent Supplies	0.000		0.00	1	0.00
6	Incontinent Supplies	0.000		0.00	1	0.00

**Information:**

Supplier's Signature \_\_\_\_\_  
Printed Name \_\_\_\_\_

Title \_\_\_\_\_  
Date \_\_\_\_\_



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**Supplier Name:**  
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DBA MEDLINE INDUSTRIES INC

Item	Material/Service Desc	Qty	UOM	Price	Per Unit	Total
7	Incontinent Supplies	0.000		0.00	1	0.00
8	Incontinent Supplies	0.000		0.00	1	0.00

**General Requirements for all Items:**

**Header Text**

This Contract is for the procurement of Incontinent Supplies for the Commonwealth of PA.

A list of Brands to be purchased from this supplier will be available on the Contract Overview.

Pricing is available as an attachment on this contract.

If you have any questions regarding this Contract please contact Crystal Zelinski at [czelinski@pa.gov](mailto:czelinski@pa.gov)

No further information for this Contract

**Information:**

## SPECIFICATIONS Incontinence Care Products

**Term of Contract:** This will be a one-year contract. The contract will begin on January 1, 2022 and will end December 31, 2022. There will be four (4) one (1) year renewals.

**Award:** This contract will be awarded to multiple suppliers.

**Estimated Quantities:** It shall be understood and agreed that any quantities listed in the bid are estimated only and may be increased or decreased in accordance with the actual requirements of the Commonwealth.

**Ordering/Shipping/Delivery:** The minimum order qualifying for F.O.B. destination for this contract will be \$100.00 per single delivery for each Commonwealth location. Orders less than the minimum can be accepted with actual shipping costs added to the invoice. Agencies must provide at least seven (7) calendar day's lead-time on all orders to be delivered. Blanket purchase orders may be issued for forecasted supply with notification by fax, email or other mutually agreed upon delivery method of actual orders and dates for deliveries are requested.

**Order Accuracy:** The supplier(s) will maintain a minimum of 98% order accuracy by the delivery date specified on the purchase order. The supplier(s) shall delivery specified goods to the ordering location per the requested delivery date. Agencies must provide at least seven (7) calendar day's lead-time on all orders to be delivered. Out of stocks, late deliveries and partial orders and backorders will count against the supplier's order accuracy rating.

**Price Adjustments:** Price adjustments can be made at the time of the renewal with proper justification and approval of the increase with the mutual consent of both the Commonwealth and the contracted supplier(s).

**Addition/Deletion of Products:** The supplier is responsible for notifying the Commonwealth of all discontinued products in a timely manner. Replacement products may be added to the contract through mutual agreement of the Supplier and Commonwealth. DGS will have the final determination to replace the item or bid separately.

### **Reporting:**

**Quarterly Report:** The awarded supplier will provide a quarterly report due to DGS by the 15<sup>th</sup> of the month after each calendar year quarter, showing the late deliveries and calculation of the percentage. The formula for the delivery rate is defined as: Total Cases Delivered and Accepted divided by Total Cases Ordered. The report will provide a summary with the total percentage met each month.

Upon request, a Detailed report will also be provided for each agency separately to include actual deliveries and spend for each agency.

**Annual Report:** An annual report will be provided to compile all information for each fiscal year of the contract.

All reports should be in excel format and include the following information:

- Line item description
- Purchase Order Number
- Unit Price
- Extended Price
- Quantity
- Agency purchasing
- Ship to Location
- Quarterly and Annual spend

Reports should be e-mailed to Crystal Zelinski at [czelinski@pa.gov](mailto:czelinski@pa.gov).

**Inquiries:** Direct all inquiries concerning this solicitation/contract to the Commodity Specialist named below:

Crystal Zelinski  
Commodity Specialist  
Department of General Services  
Bureau of Procurement  
555 Walnut Street, 6<sup>th</sup> Floor Forum Place  
Harrisburg, PA 17110  
717-346-8112  
[czelinski@pa.gov](mailto:czelinski@pa.gov)

This Price Sheet is for the submittal of pricing for Bid #6100053674 for Incontinent Supplies

Please complete the pricing information for any/all products that you would like to bid. You MUST submit pricing for all items for a Tab. If you do not submit a price for all the items your bid is subject for rejection. All quantities listed on this Price Sheet are estimates and may be increased or decreased at any time.

Please list your Company Name, SAP Vendor Number and Contact information in the space provided at the bottom of the Tabs.

All awards will be made to the supplier that has the LOWEST TOTAL bid per tab/manufacturer.

This is a multiple award and may result in more than one supplier. You do not need to bid on all tabs to qualify. However, one supplier may be awarded more than one tab.

If you have other brands that you would like to submit please use the extra tabs provided. If more than one supplier bids additional brands a comparison will be done on the like items.

**\*\*PLEASE DO NOT** add items to any of the tabs currently provided. If you are the awarded supplier of that tab you will be given an opportunity to add products to that brand.

Once you have completed this form you must attach it to your bid in the system. If this Price Sheet is not attached to your bid submission your bid will be rejected.

If you have any questions regarding this Price Sheet please contact Cheryl Barth-Taylor via e-mail at

<b>Mftr Prod #</b>	<b>Product Description</b>	<b>Estimated Qty</b>	<b>UOM</b>	<b>Price per Unit</b>	<b>Mftr Name</b>
ULTRASOFT713	WIPE,DRY,CLEANSING,SOFT,ABSORB,7X13	TBD	CS	\$ 33.08	MEDLINE
NON1013	WIPE,DRY,CLEANSING,SOFT,ABSORB,10X13	TBD	CS	\$ 33.32	MEDLINE
ULTRASOFT1214	WIPE,DRY,CLEANSING,SOFT,ABSORB,12X14	TBD	CS	\$ 37.40	MEDLINE
NON4135	WASHCLOTH,DISPOSABLE,WHITE,10X13	TBD	CS	\$ 61.59	MEDLINE
NON260510	WIPE,DRY,RAYON,DISP,PINK,10X13	TBD	CS	\$ 29.24	MEDLINE
NON260509	WASHCLOTH,DISPOSABLE,12X13	TBD	CS	\$ 43.89	MEDLINE
NON260506	WASHCLOTH,DISPOSABLE,WHITE,10X13	TBD	CS	\$ 22.16	MEDLINE
NON260500	WIPE,DRY,RAYON,10/50,BLUE,DISP,12X13	TBD	CS	\$ 31.81	MEDLINE
CGSHEETXLD	SHEET,COMFORTGLIDE,XL,42X78	TBD	CS	\$ 912.00	MEDLINE
MSC86500	PANT,INCONTINENT,PREMIUM,50-75,2XL	TBD	CS	\$ 84.76	MEDLINE
MSC23000	UNDERWEAR,PROTECTIVE,CLASSIC,SM,20-28	TBD	CS	\$ 41.28	MEDLINE
ULTRACAREXLG	BRIEF,CLOTHLIKE,CARE,XL,58-68	TBD	CS	\$ 30.15	MEDLINE
ULTRACAREMD	BRIEF,CLOTHLIKE,CARE,MD,32-44	TBD	CS	\$ 31.13	MEDLINE
ULTRACARELG	BRIEF,CLOTHLIKE,CARE,LG,44-58	TBD	CS	\$ 30.65	MEDLINE
MSC33255	UNDERWEAR,PROTECTIVE,SUPER,SM,20-28	TBD	CS	\$ 60.52	MEDLINE
MSC33700	UNDERWEAR,PROTECTIVE,SUPER,XXL,68-80	TBD	CS	\$ 57.49	MEDLINE
COMFORTAIREX	BRIEF,COMFORTAIRE,CLOTHLIKE,XL,59-66	TBD	CS	\$ 38.00	MEDLINE
COMFORTAIREMD	BRIEF,COMFORTAIRE,CLOTHLIKE,MD,32-42	TBD	CS	\$ 38.50	MEDLINE
COMFORTAIRELG	BRIEF,COMFORTAIRE,CLOTHLIKE,LG,48-58	TBD	CS	\$ 38.00	MEDLINE
BARIBRIEFPLUS	BRIEF,5XL,BARI,90-106,BEIGE	TBD	CS	\$ 89.94	MEDLINE
BARIBRIEFC	BRIEF, BARIATRIC, CLOTHLIKE, WHT, 94, 3	TBD	CS	\$ 47.52	MEDLINE
BARIBRIEF	BRIEF,4XL,BARI,65-94,BEIGE,32/CS,4/8S	TBD	CS	\$ 84.96	MEDLINE
FRSU2	BRIEF, STRETCH,ULTRA,LG/XLG/XXL,51-70	TBD	CS	\$ 39.93	MEDLINE
FRSU1	BRIEF,STRETCH,ULTRA,MD/RG,30-52	TBD	CS	\$ 37.18	MEDLINE
MTB30600	BRIEF,CONTOUR,PROTECTION PLUS,XL,59-66	TBD	CS	\$ 29.70	MEDLINE
MTB30500	BRIEF,CONTOUR,PROTECTION PLUS,LG,45-58	TBD	CS	\$ 29.70	MEDLINE
MTB30300	BRIEF,CONTOUR,PROTECTION PLUS,MD,32-42	TBD	CS	\$ 29.70	MEDLINE
MSC23003A	UNDERWEAR,PROTECTIVE,YOUTH,LG/XLG,60-125	TBD	CS	\$ 41.59	MEDLINE
MSC23001A	UNDERWEAR,PROTECTIVE,YOUTH,SM/MD,40-70LB	TBD	CS	\$ 40.74	MEDLINE
FRP400	BRIEF,FITRESTORE ULTRA,RG,40-50	TBD	CS	\$ 35.95	MEDLINE
FITPLUSXXL	BRIEF,CLOTHLIKE,FITPLUS,XXL,60-69	TBD	CS	\$ 47.13	MEDLINE
FITPLUSXLG	BRIEF,CLOTHLIKE,FITPLUS,XLG,57-66	TBD	CS	\$ 35.35	MEDLINE
FITPLUSRG	BRIEF,CLOTHLIKE,FITPLUS,RG,40-50	TBD	CS	\$ 27.62	MEDLINE



FITPLUSMD	BRIEF,CLOTHLIKE,FITPLUS,MD,32-42	TBD	CS	\$	28.45	MEDLINE
FITPLUSLG	BRIEF,CLOTHLIKE,FITPLUS,LG,48-58	TBD	CS	\$	29.61	MEDLINE
FITEXTRAXXL	BRIEF,CLOTHLIKE,FITEXTRA,XXL,60-69	TBD	CS	\$	43.21	MEDLINE
FITEXTRAXLG	BRIEF,CLOTHLIKE,FITEXTRA,XLG,57-66	TBD	CS	\$	35.29	MEDLINE
FITEXTRASM	BRIEF,CLOTHLIKE,FITEXTRA,SM,20-33	TBD	CS	\$	25.35	MEDLINE
FITEXTRARG	BRIEF,CLOTHLIKE,FITEXTRA,RG,40-50	TBD	CS	\$	27.47	MEDLINE
FITEXTRAMD	BRIEF,CLOTHLIKE,FITEXTRA,MD,32-42	TBD	CS	\$	26.98	MEDLINE
FITEXTRALG	BRIEF,CLOTHLIKE,FITEXTRA,LG,48-58	TBD	CS	\$	29.50	MEDLINE
FITBASICXXL	BRIEF,CLOTHLIKE,FITBASIC,XXL,60-69	TBD	CS	\$	53.05	MEDLINE
FITBASICXLG	BRIEF,CLOTHLIKE,FITBASIC,XLG,57-66	TBD	CS	\$	35.63	MEDLINE
FITBASICRG	BRIEF,CLOTHLIKE,FITBASIC,RG,40-50	TBD	CS	\$	30.09	MEDLINE
FITBASICMD	BRIEF,CLOTHLIKE,FITBASIC,MD,32-42	TBD	CS	\$	28.42	MEDLINE
FITBASICLG	BRIEF,CLOTHLIKE,FITBASIC,LG,48-58	TBD	CS	\$	30.44	MEDLINE
MSC29813	PANT,TRAINING,UNISEX,XL,4T-5T,38+ LBS	TBD	CS	\$	48.54	MEDLINE
HSP29817	PANT,TRAINING,CHILD,MD,20-32 LBS,8/17S	TBD	CS	\$	49.01	MEDLINE
HSP29815	PANT,TRAINING,CHILD,LG,32-40 LBS,8/15	TBD	CS	\$	51.39	MEDLINE
MSC53600	UNDERWEAR,PROTECTIVE,XLG,HVY,56-68	TBD	CS	\$	58.34	MEDLINE
MSC53505	UNDERWEAR,PROTECTIVE,LG,HVY,40-56	TBD	CS	\$	51.61	MEDLINE
MSC53005	UNDERWEAR,PROTECTIVE,MD,HVY,28-40	TBD	CS	\$	54.44	MEDLINE
MSC86700	PANT,MESH,PREMIUM KNIT,3XL,65-85	TBD	CS	\$	70.39	MEDLINE
MSC23700	UNDERWEAR,PROTECTIVE,CLASSIC,2XL,68-80	TBD	CS	\$	39.82	MEDLINE
MSC23600	UNDERWEAR,PROTECTIVE,CLASSIC,XL,56-68	TBD	CS	\$	39.93	MEDLINE
MSC13600A	UNDERWEAR,PROTECTIVE,XL,56-68	TBD	CS	\$	40.07	MEDLINE
MSC13505A	UNDERWEAR,PROTECTIVE,LG,40-56	TBD	CS	\$	31.12	MEDLINE
MSC13005A	UNDERWEAR,PROTECTIVE,MD,28-40	TBD	CS	\$	28.22	MEDLINE
FIT700A	UNDERWEAR,PROTECTIVE,FITRIGHT,XXL,68-80	TBD	CS	\$	66.41	MEDLINE
FIT33600A	UNDERWEAR,PROTECTIVE,SUPER,XL,56-68	TBD	CS	\$	54.62	MEDLINE
FIT33505A	UNDERWEAR,PROTECTIVE,SUPER,LG,40-56	TBD	CS	\$	40.78	MEDLINE
FIT33005A	UNDERWEAR,PROTECTIVE,SUPER,MD,28-40	TBD	CS	\$	39.57	MEDLINE
FIT23600A	UNDERWEAR,PROTECTIVE,ULTRA,XL,56-68	TBD	CS	\$	46.44	MEDLINE
FIT23505A	UNDERWEAR,PROTECTIVE,ULTRA,LG,40-56	TBD	CS	\$	36.31	MEDLINE
FIT23005A	UNDERWEAR,PROTECTIVE,ULTRA,MD,28-40	TBD	CS	\$	32.73	MEDLINE
FITULTRAXXL	BRIEF,CLOTHLIKE,FITULTRA,XXL,60-69	TBD	CS	\$	54.53	MEDLINE
FITULTRAXLG	BRIEF,CLOTHLIKE,FITULTRA,XLG,57-66	TBD	CS	\$	44.37	MEDLINE

FITULTRASM	BRIEF,CLOTHLIKE,FRULTRA,SM,20-33	TBD	CS	\$	34.07	MEDLINE
FITRESTOREXXL	BRIEF,FITRESTORE SUPER,XXL,60-69	TBD	CS	\$	61.28	MEDLINE
FITRESTOREXLG	BRIEF,FITRESTORE SUPER,XLG,57-66	TBD	CS	\$	51.05	MEDLINE
FITRESTORERG	BRIEF,FITRESTORE SUPER,RG,40-50	TBD	CS	\$	37.00	MEDLINE
FITRESTOREMD	BRIEF,FITRESTORE SUPER,MD,32-42	TBD	CS	\$	35.00	MEDLINE
FITRESTORELG	BRIEF,FITRESTORE SUPER,LG,48-58	TBD	CS	\$	43.38	MEDLINE
FITULTRARG	BRIEF,CLOTHLIKE,FITULTRA,RG,40-50	TBD	CS	\$	34.00	MEDLINE
FITULTRAMD	BRIEF,CLOTHLIKE,FITULTRA,MD,32-42	TBD	CS	\$	33.40	MEDLINE
FITULTRALG	BRIEF,CLOTHLIKE,FITULTRA,LG,48-58	TBD	CS	\$	35.55	MEDLINE
NATURESOFT913	WIPE,DRY,CLEANSING,FLUSHABLE,9X13	TBD	CS	\$	27.55	MEDLINE
NON241289	PAD,SANITARY,11 IN,MAXI,W/WINGS,N-STRL	TBD	CS	\$	34.97	MEDLINE
NON241286	PAD,SANITARY,11 IN,MAXI,N-STRL,IND WRAP	TBD	CS	\$	33.89	MEDLINE
MSC263625	WIPE, FITRIGHT, FRAG FREE, QUILTED 48PK	TBD	CS	\$	29.26	MEDLINE
MSC263654	WIPE, FITRIGHT, SCENTED, 48/PK	TBD	CS	\$	22.95	MEDLINE
MSC263754	WIPE, FITRIGHT, SCENTED, 68/PK	TBD	CS	\$	29.87	MEDLINE
ULTRASOFTBARI	LINER,INCONTINENT,ULTRASOFT,BARI,20.5X33	TBD	CS	\$	57.95	MEDLINE
MSC263810	WIPE, READYFLUSH, SCENTED, 24/PACK	TBD	CS	\$	45.64	MEDLINE
MSC327100	MEDLINE BC PAD, INCO, MAXIMUM, 3.25X13	TBD	CS	\$	26.88	MEDLINE
MSC326100	MEDLINE BC PAD, INCO, MODERATE, 3X10.5	TBD	CS	\$	26.58	MEDLINE
MSC326015	LINER,DIAPER,DOUBLER,THIN,3.5X11.5	TBD	CS	\$	55.54	MEDLINE
MSC325100	MEDLINE BC PAD, INCO, LIGHT, 2.75X9.75	TBD	CS	\$	27.00	MEDLINE
MSC323950C	LINER,PAD,CONTOUR,SUPER,PEACH,7X14	TBD	CS	\$	47.56	MEDLINE
MSC323000C	LINER,INCONTINENT,POLYMER,7X17 12/20S	TBD	CS	\$	38.97	MEDLINE
MSC322505	LINER,INCONTINENT,POLYMER,9X24	TBD	CS	\$	29.55	MEDLINE
FITLINER500	LINER,INCONTINENT,FITRIGHT,MAX,13X30	TBD	CS	\$	51.83	MEDLINE
FITLINER300	LINER,INCONTINENT,FITRIGHT,HVY,13X30	TBD	CS	\$	41.68	MEDLINE
FITLINER100	LINER,INCONTINENT,FITRIGHT,MOD,13X30	TBD	CS	\$	35.81	MEDLINE
FBC1020	LINER, INCONTINENT, MEDLINE, MODERATE	TBD	CS	\$	39.82	MEDLINE
MSC263954	WIPE, FITRIGHT, FRAG FREE, 100/PK	TBD	CS	\$	23.48	MEDLINE
MSC263854	WIPE, FITRIGHT, SCENTED, 100/PK	TBD	CS	\$	21.67	MEDLINE
MSCMG02	LINER,INCONTINENT,MALE GUARD, 6X11	TBD	CS	\$	44.27	MEDLINE
MSC86400	PANT,INCONTINENT,PREMIUM,45-70,XL	TBD	CS	\$	89.03	MEDLINE
MSC86300	PANT,INCONTINENT,PREMIUM,20-60,MD/LG	TBD	CS	\$	76.77	MEDLINE

MSC263840	WIPE, READYFLUSH SELECT,SCENTED	TBD	CS	\$	43.22	MEDLINE
BCPE03	CONTOURPLUS BC PAD, INCO, ULTIMATE	TBD	CS	\$	45.60	MEDLINE
BCPE02	CONTOURPLUS BC PAD, INCO, MAXIMUM	TBD	CS	\$	35.20	MEDLINE
BCPE01	CONTOURPLUS BC PAD, INCO, MODERATE	TBD	CS	\$	51.00	MEDLINE
MSC50024	WEDGE,FOAM,30DEG,COVERED,NONSLIP,XL,2PR	TBD	CS	\$	170.00	MEDLINE
HIPPREMIUMXLH	PROTECTOR,HIP,EXTRA LARGE,44-54	TBD	EA	\$	26.49	MEDLINE
HIPPREMIUMSH	PROTECTOR,HIP,SMALL,30-38 WAI	TBD	EA	\$	26.35	MEDLINE
HIPPREMIUMMH	PROTECTOR,HIP,MEDIUM 35DBD-43 WA	TBD	EA	\$	26.28	MEDLINE
HIPPREMIUMLH	PROTECTOR,HIP,LARGE,40-48 WAI	TBD	EA	\$	30.72	MEDLINE
MSC50023	WEDGE,FOAM,30 DEGREE,COVERED,NONSLIP,6PR	TBD	CS	\$	287.79	MEDLINE
CGLIDESHEET	SHEET,COMFORT GLIDE,W/STRAPS,35X55	TBD	CS	\$	558.66	MEDLINE
MSC281227LB	UNDERPAD,ECON,30X30,30/5S	TBD	CS	\$	30.91	MEDLINE
MUP2060P	UNDERPAD,PREMIUM,POLYMER,23X36	TBD	CS	\$	30.27	MEDLINE
MSC280914	UNDERPAD,STANDARD,9X14,600/CS	TBD	CS	\$	73.08	MEDLINE
MSC281225P	UNDERPAD,ECON,23X24IN, 10/B	TBD	CS	\$	44.17	MEDLINE
MUP1266P	UNDERPAD,EXTRA,FLUFF,30X30	TBD	CS	\$	27.60	MEDLINE
MUP0365P	UNDERPAD,PREMIUM,POLYMER,30X36	TBD	CS	\$	28.90	MEDLINE
MSC281229C	UNDERPAD,FLUFF,STD,23X36	TBD	CS	\$	27.14	MEDLINE
MSC281232	UNDERPAD,FLUFF,ECON,PROT PLUS,23X36	TBD	CS	\$	30.57	MEDLINE
MSC281150	FITRIGHT UNDERPAD,FLUFF,23X36	TBD	CS	\$	34.20	MEDLINE
MSC8003003	UNDERPAD,ULTRASORBS ADVANCED,300LB,30X36	TBD	CS	\$	71.04	MEDLINE
MSC282045	UNDERPAD,ULTRA,W/POLYMER,30X30IN	TBD	CS	\$	45.72	MEDLINE
MSC282036P	UNDERPAD,POLYMER,STD,23X36	TBD	CS	\$	34.76	MEDLINE
MSC281264	UNDERPAD,FLUFF,DLUX,23X36	TBD	CS	\$	37.06	MEDLINE
MUP2000F	UNDERPAD,PREMIUM,POLYMER,30X36	TBD	CS	\$	36.00	MEDLINE
MSC281241	UNDERPAD,FLUFF,STD,23X24	TBD	CS	\$	31.26	MEDLINE
MSC281230P	UNDERPAD,STD,FLUFF,17X24	TBD	CS	\$	59.93	MEDLINE
MSC281226LB	UNDERPAD,ECON,23X36,5/BG	TBD	CS	\$	31.04	MEDLINE
MSC281225	UNDERPAD,FLUFF,ECONO,23X24	TBD	CS	\$	28.91	MEDLINE
CGLIDEPAD	UNDERPAD,DRYPAD,COMFORT GLIDE,36X57	TBD	CS	\$	168.00	MEDLINE
MSC282110	UNDERPAD,BREATHABLE,20.5X36	TBD	CS	\$	28.07	MEDLINE
MSC282070LB	UNDERPAD,POLYMER,DLUX,36X36	TBD	CS	\$	34.00	MEDLINE
MSC282030LBC	UNDERPAD,POLYMER,DLX,30X36	TBD	CS	\$	39.72	MEDLINE
MSC281271P	UNDERPAD,FLUFF,DLUX,36X36	TBD	CS	\$	28.07	MEDLINE

EXTSB3036A350	UNDERPAD,ULTRASORBS ADVANCED,350LB,30X36	TBD	CS	\$	79.97	MEDLINE
EXTRASRB3036A	UNDERPAD,ULTRASORBS,30X36	TBD	CS	\$	64.01	MEDLINE
ULTRASORB3136	UNDERPAD,ULTRASORB ADVANCED+,300LB,30X36	TBD	CS	\$	74.91	MEDLINE
USAP3136ESLP	UNDERPAD,ULTRASORBS ADVANCED,375LB,30X36	TBD	CS	\$	63.76	MEDLINE
ULTRASORB2436	UNDERPAD,ULTRASORB ADVANCED+,300LB,23X36	TBD	CS	\$	80.00	MEDLINE
MSC10614	ABSORBENT SHEET, 6X14, 10EA/BG, 25BG/CS	TBD	CS	\$	205.00	MEDLINE
MUP0305P	UNDERPAD,PREMIUM,POLYMER,30X30	TBD	CS	\$	23.83	MEDLINE
MSC282050LB	UNDERPAD,POLYMER,STD,23X36	TBD	CS	\$	38.84	MEDLINE
MSC281245LB	UNDERPAD,FLUFF,30X30	TBD	CS	\$	35.82	MEDLINE
MSC281245	UNDERPAD,FLUFF,STD,30X30	TBD	CS	\$	35.64	MEDLINE
MSC281236P	UNDERPAD,FLUFF,STD,23X36	TBD	CS	\$	23.70	MEDLINE
MSC281236	UNDERPAD,FLUFF,STD,PRO PLUS,23X36	TBD	CS	\$	25.43	MEDLINE
MSC281227	UNDERPAD,ECON,30X30	TBD	CS	\$	34.19	MEDLINE
MSC281226	UNDERPAD,ECON,23X36	TBD	CS	\$	23.76	MEDLINE
MSC241216	UNDERPAD,POLYMR,TUCKABLE,27X70	TBD	CS	\$	45.62	MEDLINE
EXTRASRB2336A	UNDERPAD,ULTRASORBS,23X36	TBD	CS	\$	59.18	MEDLINE
CGLIDEPADXL	UNDERPAD,DRYPAD,COMFORT GLIDE,40X80	TBD	CS	\$	180.00	MEDLINE
MSCB281245LB	UNDERPAD,ECON,TISSUE,30X30	TBD	CS	\$	25.42	MEDLINE
MSC281224C	UNDERPAD,ECON,DISP,17X24,25/BG	TBD	CS	\$	23.12	MEDLINE
MSC282033P	UNDERPAD,POLYMER,DLUX,30X36	TBD	CS	\$	35.49	MEDLINE
USAP3136ES	UNDERPAD,XTRA STRONG,ULTRASORBS ES,31X36	TBD	CS	\$	90.42	MEDLINE
MSC281241LB	UNDERPAD,FLUFF,STD,23X24	TBD	CS	\$	31.52	MEDLINE
MSC281230	UNDERPAD,FLUFF,STD,17X24	TBD	CS	\$	36.02	MEDLINE
<b>TOTAL</b>				\$	<b>610.17</b>	

COMPANY NAME:	Medline Industries, Inc.
SAP VENDOR #	207983
CONTACT PERSON	Lucas McGovern
PHONE #	847-837-2820
EMAIL	<a href="mailto:govbids@medline.com">govbids@medline.com</a>

<b>Packaging String</b>
40 BG/CS, 1200 EA/CS, 40 PK/CS, 1 CT/CS
20 BG/CS, 1000 EA/CS
12 BG/CS, 1080 EA/CS, 1 CT/CS, 12 PK/CS
20 BG/CS, 20 PK/CS, 1000 EA/CS
500 EA/CS, 10 PK/CS, 10 BG/CS
12 BG/CS, 1080 EA/CS, 12 PK/CS, 1 CT/CS
10 BG/CS, 10 BX/CS, 500 EA/CS, 10 PK/CS
10 BG/CS, 500 EA/CS
12 EA/CS
20 BG/CS, 100 EA/CS, 20 PK/CS
88 EA/CS, 4 BG/CS, 4 BX/CS
3 BG/CS, 60 EA/CS, 3 BX/CS
4 BG/CS, 96 EA/CS, 4 BX/CS
72 EA/CS, 3 BG/CS, 3 BX/CS
88 EA/CS, 1 PK/CS, 4 BG/CS
4 BG/CS, 48 EA/CS
3 BG/CS, 3 BX/CS, 60 EA/CS, 1 CT/CS
4 BG/CS, 4 BX/CS, 96 EA/CS, 1 CT/CS
72 EA/CS, 1 CT/CS, 3 BG/CS, 3 BX/CS, 3 PK/CS
4 BG/CS, 32 EA/CS
32 EA/CS, 1 CT/CS, 4 BG/CS
32 EA/CS, 1 CT/CS, 4 BG/CS, 4 PK/CS, 4 BX/CS
4 BG/CS, 80 EA/CS
4 BG/CS, 80 EA/CS
1 BX/CS, 3 BG/CS, 60 EA/CS
1 BX/CS, 72 EA/CS, 3 BG/CS, 3 PK/CS
1 BX/CS, 4 BG/CS, 96 EA/CS
4 BG/CS, 48 EA/CS
60 EA/CS, 4 BG/CS
4 BG/CS, 80 EA/CS
1 CT/CS, 4 BG/CS, 80 EA/CS, 4 BX/CS
1 CT/CS, 4 BG/CS, 4 PK/CS, 80 EA/CS, 4 BX/CS
1 CT/CS, 4 BG/CS, 80 EA/CS, 4 BX/CS

1 CT/CS, 4 BG/CS, 80 EA/CS, 4 BX/CS
80 EA/CS, 1 CT/CS, 4 BG/CS, 4 BX/CS
4 BX/CS, 4 BG/CS, 80 EA/CS
4 BG/CS, 4 BX/CS, 80 EA/CS, 1 CT/CS
4 BG/CS, 80 EA/CS
4 BG/CS, 80 EA/CS, 4 BX/CS
4 BG/CS, 80 EA/CS
4 BG/CS, 4 BX/CS, 80 EA/CS
100 EA/CS, 100 PK/CS, 4 BG/CS
100 EA/CS, 4 BG/CS
4 BG/CS, 100 EA/CS
100 EA/CS, 4 BG/CS
100 EA/CS, 4 BG/CS, 4 PK/CS
1 CT/CS, 8 BG/CS, 104 EA/CS, 8 BX/CS
1 CT/CS, 8 BG/CS, 136 EA/CS
1 CT/CS, 8 BG/CS, 120 EA/CS, 8 BX/CS
1 CT/CS, 48 EA/CS, 4 BG/CS
4 BG/CS, 4 CT/CS, 56 EA/CS
64 EA/CS, 4 BG/CS
25 BG/CS, 25 PK/CS, 50 EA/CS
4 BX/CS, 48 EA/CS, 4 BG/CS
4 BG/CS, 56 EA/CS, 4 CT/CS
4 BG/CS, 80 EA/CS, 4 BX/CS
4 BG/CS, 80 EA/CS, 4 BX/CS, 4 PK/CS
80 EA/CS, 4 BG/CS, 4 BX/CS
4 BG/CS, 80 EA/CS
4 BG/CS, 4 PK/CS, 80 EA/CS
4 BG/CS, 4 PK/CS, 80 EA/CS
4 BG/CS, 80 EA/CS
80 EA/CS, 1 CT/CS, 4 BG/CS
80 EA/CS, 1 CT/CS, 4 BG/CS, 4 PK/CS
80 EA/CS, 1 CT/CS, 4 BG/CS, 4 PK/CS
4 BG/CS, 4 BX/CS, 80 EA/CS, 1 CT/CS
4 BG/CS, 4 BX/CS, 80 EA/CS, 1 CT/CS

4 BG/CS, 80 EA/CS
4 BG/CS, 80 EA/CS
4 BG/CS, 80 EA/CS
4 BG/CS, 80 EA/CS
4 BG/CS, 80 EA/CS
4 BG/CS, 80 EA/CS
4 BG/CS, 80 EA/CS
4 BG/CS, 4 BX/CS, 80 EA/CS, 1 CT/CS
4 BG/CS, 4 BX/CS, 80 EA/CS, 1 CT/CS
80 EA/CS, 4 BX/CS, 1 CT/CS, 4 BG/CS
500 EA/CS, 1 CT/CS, 10 BG/CS, 10 PK/CS
24 BG/CS, 24 BX/CS, 24 DZ/CS, 288 EA/CS, 1 CT/CS, 24 PK/CS
24 BG/CS, 24 BX/CS, 288 EA/CS, 24 PK/CS, 24 KT/CS
12 BX/CS, 12 EA/CS, 12 PK/CS, 1 CT/CS
576 EA/CS, 12 PK/CS, 1 CT/CS
1 CT/CS, 816 EA/CS, 12 PK/CS
4 BG/CS, 72 EA/CS
24 EA/CS, 1 CT/CS, 24 PK/CS
9 BG/CS, 126 EA/CS, 9 BX/CS
9 BG/CS, 144 EA/CS, 9 BX/CS
8 BG/CS, 192 EA/CS, 1 CT/CS
9 BG/CS, 180 EA/CS, 9 BX/CS
12 BG/CS, 12 PK/CS, 240 EA/CS
1 CT/CS, 12 BG/CS, 12 PK/CS, 240 EA/CS
80 EA/CS, 4 BG/CS
4 BG/CS, 80 EA/CS
4 BG/CS, 80 EA/CS
4 BG/CS, 80 EA/CS
12 BG/CS, 192 EA/CS
6 EA/CS, 6 PK/CS
6 PK/CS
4 BG/CS, 4 BX/CS, 4 PK/CS, 208 EA/CS, 1 CT/CS
20 BG/CS, 20 BX/CS, 100 EA/CS, 20 PK/CS
20 BG/CS, 20 BX/CS, 100 EA/CS

12 PK/CS
168 EA/CS, 1 CT/CS, 6 BG/CS, 6 PK/CS
168 EA/CS, 1 CT/CS, 6 BG/CS, 6 PK/CS
336 EA/CS, 1 CT/CS, 12 BG/CS, 12 PK/CS
2 EA/CS, 2 PR/CS
1 EA/EA
1 EA/EA
1 EA/EA
1 EA/EA
6 EA/CS, 6 PR/CS, 6 PK/CS
12 EA/CS
150 EA/CS, 30 BG/CS, 30 PK/CS
8 BG/CS, 80 EA/CS
600 EA/CS, 12 PK/CS
20 BG/CS, 200 EA/CS, 20 PK/CS
90 EA/CS, 9 BG/CS, 9 PK/CS
80 EA/CS, 8 BG/CS, 8 PK/CS
6 BG/CS, 150 EA/CS
6 BG/CS, 150 EA/CS, 1 CT/CS, 6 PK/CS
10 BG/CS, 150 EA/CS
70 EA/CS, 14 BG/CS, 14 PK/CS
10 BG/CS, 100 EA/CS, 10 PK/CS
15 BG/CS, 150 EA/CS, 15 PK/CS
6 BG/CS, 150 EA/CS, 1 CT/CS
10 BG/CS, 100 EA/CS
200 EA/CS, 1 BG/CS
30 BG/CS, 300 EA/CS
30 BG/CS, 150 EA/CS, 30 BX/CS
200 EA/CS
12 BG/CS, 60 EA/CS, 12 PK/CS
10 BG/CS, 10 BX/CS, 50 EA/CS, 10 PK/CS, 1 CT/CS
50 EA/CS, 1 CT/CS, 10 BG/CS
75 EA/CS, 1 CT/CS, 15 BG/CS
10 BG/CS, 50 EA/CS



14 BG/CS, 70 EA/CS, 14 PK/CS
14 BG/CS, 14 PK/CS, 70 EA/CS, 1 CT/CS
1 CT/CS, 4 BG/CS, 4 PK/CS, 40 EA/CS
5 BG/CS, 50 EA/CS
70 EA/CS, 7 BG/CS, 7 PK/CS
25 BG/CS, 250 EA/CS
90 EA/CS, 9 BG/CS
20 BG/CS, 20 BX/CS, 100 EA/CS
30 BG/CS, 30 BX/CS, 150 EA/CS, 30 PK/CS
150 EA/CS
15 BG/CS, 15 BX/CS, 150 EA/CS, 15 PK/CS, 1 CT/CS
6 BG/CS, 150 EA/CS
150 EA/CS
150 EA/CS
15 BG/CS, 75 EA/CS
70 EA/CS, 7 BG/CS, 7 PK/CS
8 BG/CS, 40 EA/CS
150 EA/CS, 1 CT/CS, 30 BG/CS, 30 PK/CS
1 CT/CS, 12 BG/CS, 300 EA/CS, 12 PK/CS
10 BG/CS, 100 EA/CS
4 BG/CS, 40 EA/CS
200 EA/CS, 40 BG/CS, 40 PK/CS
1 PK/CS, 300 EA/CS, 1 CT/CS

## RECIPROCAL LIMITATIONS ACT REQUIREMENTS

Please Complete Applicable Portion of Pages 3 & 4 and Return with Bid.

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NOTE: These Requirements Do Not Apply To Bids Under \$10,000.00

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### I. REQUIREMENTS

- A.** The Reciprocal Limitations Act requires the Commonwealth to give preference to those bidders offering supplies produced, manufactured, mined or grown in Pennsylvania as against those bidders offering supplies produced, manufactured, mined or grown in any state that gives or requires a preference to supplies produced, manufactured, mined or grown in that state. The amount of the preference shall be equal to the amount of the preference applied by the other state for that particular supply.

The following is a list of states which have been found by the Department of General Services to have applied a preference for in-state supplies and the amount of the preference:

	<b>STATE</b>	<b>PREFERENCE</b>
1.	Alaska	7% (applies only to timber, lumber, and manufactured lumber products originating in the state)
2.	Arizona	5% (construction materials produced or manufactured in the state only)
3.	Hawaii	10%
4.	Illinois	10% for coal only
5.	Iowa	5% for coal only
6.	Louisiana	4% meat and meat products 4% catfish 10% milk & dairy products 10% steel rolled in Louisiana 7% all other products
7.	Montana	5% for residents * 3% for non-residents* *offering in-state goods, supplies, equipment and materials
8.	New Mexico	5%
9.	New York	3% for purchase of food only
10.	Oklahoma	5%
11.	Virginia	4% for coal only
12.	Washington	5% (fuels mined or produced in the state only)
13.	Wyoming	5%

- B.** The Reciprocal Limitations Act requires the Commonwealth to give preference to those bidders offering printing performed in Pennsylvania as against those bidders offering printing performed in any state that gives or requires a preference to printing performed in that state. The amount of the preference shall be equal to the amount of the preference applied by the other state for that particular category of printing.

The following is a list of states which have been found by the Department of General Services to have applied a preference for in-state printing and the amount of the preference:

	<b>STATE</b>	<b>PREFERENCE</b>
1.	Hawaii	15%
2.	Idaho	10%
3.	Louisiana	3%
4.	Montana	8%
5.	New Mexico	5%
6.	Wyoming	10%

- C.** The Reciprocal Limitations Act, also requires the Commonwealth to give resident bidders a preference against a nonresident bidder from any state that gives or requires a preference to bidders from that state or exclude bidders from states that exclude nonresident bidders. The amount of the preference shall be equal to the amount of the preference applied by the state of the nonresident bidder. The following is a list of the states which have been found by the Department of General Services to have applied a preference for in-state bidders and the amount of the preference:

<b>STATE</b>	<b>PREFERENCE</b>
1. Alaska	5% (supplies only)
2. Arizona	5% (construction materials from Arizona resident dealers only)
3. California	5% (for supply contracts only in excess of \$100,000.00)
4. Connecticut	10% (for supplies only)
5. Montana	3%
6. New Mexico	5% (for supplies only)
7. South Carolina	2% (under \$2,500,000.00) 1% (over \$2,500,000.00)
	This preference does not apply to construction contracts nor where the price of a single unit exceeds \$10,000.
8. West Virginia	2.5% (for the construction, repair or improvement of any buildings)
9. Wyoming	5%

<b>STATE</b>	<b>PROHIBITION</b>
1. New Jersey	For supply procurements or construction projects restricted to Department of General Services Certified Small Businesses, New Jersey bidders shall be excluded from award even if they themselves are Department of General Services Certified Small Businesses.

D. The Reciprocal Limitations Act also requires the Commonwealth not to specify, use or purchase supplies which are produced, manufactured, mined or grown in any state that prohibits the specification for, use, or purchase of such items in or on its public buildings or other works, when such items are not produced, manufactured, mined or grown in such state. The following is a list of the states which have been found by the Department of General Services to have prohibited the use of out-of-state supplies:

<b>STATE</b>	<b>PROHIBITION</b>
1. Alabama	Only for printing and binding involving "messages of the Governor to the Legislature", all bills, documents and reports ordered by and for the use of the Legislature or either house thereof while in session; all blanks, circulars, notices and forms used in the office of or ordered by the Governor, or by any state official, board, commission, bureau or department, or by the clerks of the supreme court . . . /and other appellate courts/; and all blanks and forms ordered by and for the use of the Senate and Clerk or the House of Representatives, and binding the original records and opinions of the Supreme Court . . . /and other appellate courts/
2. Georgia	Forest products only
3. Indiana	Coal
4. Michigan	Printing
5. New Mexico	Construction
6. Ohio	Only for House and Senate bills, general and local laws, and joint resolutions; the journals and bulletins of the Senate and house of Representatives and reports, communications, and other documents which form part of the journals; reports, communications, and other documents ordered by the General Assembly, or either House, or by the executive department or elective state officers; blanks, circulars, and other work for the use of the executive departments, and elective state officers; and opinions of the Attorney General.
7. Rhode Island	Only for food for state institutions.

\*If the bid discloses that the bidder is offering to supply one of the above-listed products that is manufactured, mined, or grown in the listed state, it shall be rejected. Contractors are prohibited from supplying these items from these states.

**II. CALCULATION OF PREFERENCE**

In calculating the preference, the amount of a bid submitted by a Pennsylvania bidder shall be reduced by the percentage preference which would be given to a nonresident bidder by its state of residency (as found by the Department of General Services in Paragraph C<sub>above</sub>). Similarly, the amount of a bid offering Pennsylvania goods, supplies, equipment or materials shall be reduced by the percentage preference which would be given to another bidder by the state where the goods, supplies, equipment or materials are produced, manufactured, mined or grown (as found by the Department of General Services in Paragraphs A and B above).

THIS FORM MUST BE COMPLETED AND RETURNED WITH THE BID

**III. STATE OF MANUFACTURE**

All bidders must complete the following chart by listing the name of the manufacturer and the state (or foreign country) of manufacture for each item. If the item is domestically produced, the bidder must indicate the state in the United States where the item will be manufactured. **This chart must be completed and submitted with the bid or no later than two (2) business days after notification from the Issuing Office to furnish the information. Failure to complete this chart and provide the required information prior to the expiration of the second business day after notification shall result in the rejection of the bid.**

ITEM NUMBER	NAME OF MANUFACTURER	STATE (OR FOREIGN COUNTRY) OF MANUFACTURE
CGLIDEPAD	MEDLINE	China
CGLIDEPADXL	MEDLINE	China
CGLIDESHEET	MEDLINE	China
CGSHEETXLD	MEDLINE	China
MSC50023	MEDLINE	China
MSC50024	MEDLINE	China
HSPMT40013	Hospeco	China
MSC322505	MEDLINE	China
MSC323000C	MEDLINE	China
MSC323950C	MEDLINE	China
MSCES00318	Hospeco	Ohio
NON241286	MEDLINE	China
NON241288	Hospeco	Ohio
NON241289	MEDLINE	China
MSC10614	MEDLINE	Ohio
MSC158260	MEDLINE	North Carolina
MSC158960	MEDLINE	North Carolina
MSC86300	MEDLINE	North Carolina and China
MSC86400	MEDLINE	North Carolina and China
MSC86500	MEDLINE	North Carolina and China
MSC86700	MEDLINE	North Carolina and China
ULTRASOFTBARI	MEDLINE	North Carolina
ULTRASOFTEXTR	MEDLINE	North Carolina
ULTRASOFTNORM	MEDLINE	North Carolina
ULTRASOFTSUPR	MEDLINE	North Carolina
FITLINER100	MEDLINE	North Carolina
FITLINER300	MEDLINE	Georgia

FITLINER500	MEDLINE	Georgia
MSC241216	MEDLINE	New Jersey
MSC280914	MEDLINE	China
MSC281150	MEDLINE	New Jersey
MSC281224C	MEDLINE	China
MSC281225	MEDLINE	New Jersey
MSC281225P	MEDLINE	New Jersey
MSC281226	MEDLINE	New Jersey
MSC281226LB	MEDLINE	New Jersey
MSC281227	MEDLINE	New Jersey
MSC281227LB	MEDLINE	New Jersey
MSC281229C	MEDLINE	China
MSC281230	MEDLINE	New Jersey
MSC281230P	MEDLINE	New Jersey
MSC281232	MEDLINE	China
MSC281236	MEDLINE	New Jersey
MSC281236P	MEDLINE	New Jersey
MSC281241	MEDLINE	New Jersey
MSC281241LB	MEDLINE	New Jersey
MSC281242	MEDLINE	China
MSC281245	MEDLINE	New Jersey
MSC281245LB	MEDLINE	New Jersey
MSC281250	MEDLINE	New Jersey
MSC281260	MEDLINE	New Jersey
MSC281264	MEDLINE	China
MSC281271P	MEDLINE	China
MSC282030LBC	MEDLINE	China
MSC282033P	MEDLINE	New Jersey
MSC282035LB	MEDLINE	China
MSC282036P	MEDLINE	New Jersey
MSC282045	MEDLINE	New Jersey
MSC282050LB	MEDLINE	New Jersey
MSC282050LBC	MEDLINE	China
MSC282060LB	MEDLINE	New Jersey
MSC282070LB	MEDLINE	New Jersey

MSC282110	MEDLINE	China
MSC282120	MEDLINE	China
MSCB281245LB	MEDLINE	China
MUP0305P	MEDLINE	Georgia
MUP0365P	MEDLINE	Georgia
MUP1266P	MEDLINE	Georgia
MUP2030P	MEDLINE	Georgia
MUP2040P	MEDLINE	Georgia
EXTRASRB2336A	MEDLINE	China
EXTRASRB3036A	MEDLINE	China
EXTSB2336A350	MEDLINE	China
EXTSB3036A350	MEDLINE	China
MSC8003003	MEDLINE	China
ULTRASORB2436	MEDLINE	China
ULTRASORB3136	MEDLINE	China
USAP2436ES	MEDLINE	China
USAP3136ES	MEDLINE	China
USAP3136ESLP	MEDLINE	China
HSP29815	MEDLINE	Mexico
HSP29817	MEDLINE	Mexico
MSC266041	MEDLINE	China
MSC266042	MEDLINE	Vietnam
MSC266043	MEDLINE	Vietnam
MSC266044	MEDLINE	Vietnam
MSC266045	MEDLINE	Vietnam
MSC266046	MEDLINE	Vietnam
MSC29813	MEDLINE	Mexico
BARIBRIEF	MEDLINE	Ohio
BARIBRIEFC	MEDLINE	Ohio
BARIBRIEFPLUS	MEDLINE	Ohio
COMFORTAIRELG	MEDLINE	North Carolina
COMFORTAIREMD	MEDLINE	North Carolina
COMFORTAIRERG	MEDLINE	North Carolina
COMFORTAIREX	MEDLINE	North Carolina
COMFORTPMLG	MEDLINE	North Carolina

COMFORTPMMD	MEDLINE	North Carolina
COMFORTPMSM	MEDLINE	North Carolina
COMFORTPMX	MEDLINE	North Carolina
MSC3650065	MEDLINE	China
MTB30300	MEDLINE	North Carolina
MTB30500	MEDLINE	North Carolina
MTB30600	MEDLINE	North Carolina
ULTRACARELG	MEDLINE	North Carolina
ULTRACAREMD	MEDLINE	North Carolina
ULTRACARERG	MEDLINE	North Carolina
ULTRACAREXLG	MEDLINE	North Carolina
FITBASICLG	MEDLINE	Georgia
FITBASICMD	MEDLINE	Georgia
FITBASICRG	MEDLINE	Georgia
FITBASICXLG	MEDLINE	Georgia
FITBASICXXL	MEDLINE	Georgia
FITEXTRALG	MEDLINE	Georgia
FITEXTRAMD	MEDLINE	Georgia
FITEXTRARG	MEDLINE	Georgia
FITEXTRASM	MEDLINE	Georgia
FITEXTRAXLG	MEDLINE	Georgia
FITEXTRAXXL	MEDLINE	Georgia
FITPLUSLG	MEDLINE	Georgia
FITPLUSMD	MEDLINE	Georgia
FITPLUSRG	MEDLINE	Georgia
FITPLUSXLG	MEDLINE	Georgia
FITPLUSXXL	MEDLINE	Georgia
FITRESTORELG	MEDLINE	Georgia
FITRESTOREMD	MEDLINE	Georgia
FITRESTORERG	MEDLINE	Georgia
FITRESTOREXLG	MEDLINE	Georgia
FITRESTOREXXL	MEDLINE	Georgia
FITSTRETCHU1	MEDLINE	Georgia
FITSTRETCHU2	MEDLINE	Georgia
FITSTRETCHU3	MEDLINE	Georgia

FITULTRALG	MEDLINE	Georgia
FITULTRAMD	MEDLINE	Georgia
FITULTRARG	MEDLINE	Georgia
FITULTRASM	MEDLINE	Georgia
FITULTRAXLG	MEDLINE	Georgia
FITULTRAXXL	MEDLINE	Georgia
FRP300	MEDLINE	Georgia
FRP400	MEDLINE	Georgia
FRP500	MEDLINE	Georgia
FRP600	MEDLINE	Georgia
FRP700	MEDLINE	Georgia
MSC23000	MEDLINE	North Carolina
MSC23001A	MEDLINE	Mexico
MSC23003A	MEDLINE	Mexico
MSC23700	MEDLINE	North Carolina
MSC33255	MEDLINE	North Carolina
MSC33700	MEDLINE	North Carolina
MSC346000	MEDLINE	North Carolina
MSC53005	MEDLINE	North Carolina
MSC53505	MEDLINE	North Carolina
MSC53600	MEDLINE	North Carolina
FIT23005A	MEDLINE	Georgia
FIT23505A	MEDLINE	Georgia
FIT23600A	MEDLINE	Georgia
FIT33005A	MEDLINE	Georgia
FIT33505A	MEDLINE	Georgia
FIT33600A	MEDLINE	Georgia
MSC13005A	MEDLINE	Georgia
MSC13505A	MEDLINE	Georgia
MSC13600A	MEDLINE	Georgia
HIPPREMIUMLH	MEDLINE	North Carolina
HIPPREMIUMMH	MEDLINE	North Carolina
HIPPREMIUMSH	MEDLINE	North Carolina
HIPPREMIUMXLH	MEDLINE	North Carolina
HIPPREMXXLH	MEDLINE	North Carolina



BCPE01	MEDLINE	China
BCPE02	MEDLINE	China
BCPE03	MEDLINE	China
MSC325100	MEDLINE	China
MSC326015	MEDLINE	China
MSC326100	MEDLINE	China
MSC327100	MEDLINE	China
MSCMG02	MEDLINE	China
NATURESOFT913	MEDLINE	Tennessee
NON1013	MEDLINE	China
NON260500	MEDLINE	China
NON260506	MEDLINE	Wisconsin
NON260509	MEDLINE	Wisconsin
NON260510	MEDLINE	China
ULTRASOFT1214	MEDLINE	China
ULTRASOFT713	MEDLINE	China
MSC263654	MEDLINE	China
MSC263754	MEDLINE	China
MSC263854	MEDLINE	China
MSC263954	MEDLINE	China
MSC263625	MEDLINE	China
MSC263656	MEDLINE	Illinois
MSC263810	MEDLINE	Illinois
MSC282060LB	MEDLINE	New Jersey
MSC282070LB	MEDLINE	New Jersey
MSC282110	MEDLINE	China
MSC282120	MEDLINE	China
MSCB281245LB	MEDLINE	China
MUP0305P	MEDLINE	Georgia
MUP0365P	MEDLINE	Georgia
MUP1266P	MEDLINE	Georgia
MUP2030P	MEDLINE	Georgia
MUP2040P	MEDLINE	Georgia
EXTRASRB2336A	MEDLINE	China
EXTRASRB3036A	MEDLINE	China

EXTSB2336A350	MEDLINE	China
EXTSB3036A350	MEDLINE	China
MSC8003003	MEDLINE	China
ULTRASORB2436	MEDLINE	China
ULTRASORB3136	MEDLINE	China
USAP2436ES	MEDLINE	China
USAP3136ES	MEDLINE	China
USAP3136ESLP	MEDLINE	China
HSP29815	MEDLINE	Mexico
HSP29817	MEDLINE	Mexico
MSC266041	MEDLINE	China
MSC266042	MEDLINE	Vietnam
MSC266043	MEDLINE	Vietnam
MSC266044	MEDLINE	Vietnam
MSC266045	MEDLINE	Vietnam
MSC266046	MEDLINE	Vietnam
MSC29813	MEDLINE	Mexico
BARIBRIEF	MEDLINE	Ohio
BARIBRIEFC	MEDLINE	Ohio
BARIBRIEFPLUS	MEDLINE	Ohio
COMFORTAIRELG	MEDLINE	North Carolina
COMFORTAIREMD	MEDLINE	North Carolina
COMFORTAIRERG	MEDLINE	North Carolina
COMFORTAIREX	MEDLINE	North Carolina
COMFORTPMLG	MEDLINE	North Carolina
COMFORTPMMD	MEDLINE	North Carolina
COMFORTPMSM	MEDLINE	North Carolina
COMFORTPMX	MEDLINE	North Carolina
MSC3650065	MEDLINE	China
MTB30300	MEDLINE	North Carolina
MTB30500	MEDLINE	North Carolina
MTB30600	MEDLINE	North Carolina
ULTRACARELG	MEDLINE	North Carolina
ULTRACAREMD	MEDLINE	North Carolina
ULTRACARERG	MEDLINE	North Carolina

ULTRACAREXLG	MEDLINE	North Carolina
FITBASICLG	MEDLINE	Georgia
FITBASICMD	MEDLINE	Georgia
FITBASICRG	MEDLINE	Georgia
FITBASICXLG	MEDLINE	Georgia
FITBASICXXL	MEDLINE	Georgia
FITEXTRALG	MEDLINE	Georgia
FITEXTRAMD	MEDLINE	Georgia
FITEXTRARG	MEDLINE	Georgia
FITEXTRASM	MEDLINE	Georgia
FITEXTRAXLG	MEDLINE	Georgia
FITEXTRAXXL	MEDLINE	Georgia
FITPLUSLG	MEDLINE	Georgia
FITPLUSMD	MEDLINE	Georgia
FITPLUSRG	MEDLINE	Georgia
FITPLUSXLG	MEDLINE	Georgia
FITPLUSXXL	MEDLINE	Georgia
FITRESTORELG	MEDLINE	Georgia
FITRESTOREMD	MEDLINE	Georgia
FITRESTORERG	MEDLINE	Georgia
FITRESTOREXLG	MEDLINE	Georgia
FITRESTOREXXL	MEDLINE	Georgia
FITSTRETCHU1	MEDLINE	Georgia
FITSTRETCHU2	MEDLINE	Georgia
FITSTRETCHU3	MEDLINE	Georgia
FITULTRALG	MEDLINE	Georgia
FITULTRAMD	MEDLINE	Georgia
FITULTRARG	MEDLINE	Georgia
FITULTRASM	MEDLINE	Georgia
FITULTRAXLG	MEDLINE	Georgia
FITULTRAXXL	MEDLINE	Georgia
FRP300	MEDLINE	Georgia
FRP400	MEDLINE	Georgia
FRP500	MEDLINE	Georgia
FRP600	MEDLINE	Georgia

FRP700	MEDLINE	Georgia
MSC23000	MEDLINE	North Carolina
MSC23001A	MEDLINE	Mexico
MSC23003A	MEDLINE	Mexico
MSC23700	MEDLINE	North Carolina
MSC33255	MEDLINE	North Carolina
MSC33700	MEDLINE	North Carolina
MSC346000	MEDLINE	North Carolina
MSC53005	MEDLINE	North Carolina
MSC53505	MEDLINE	North Carolina
MSC53600	MEDLINE	North Carolina
FIT23005A	MEDLINE	Georgia
FIT23505A	MEDLINE	Georgia
FIT23600A	MEDLINE	Georgia
FIT33005A	MEDLINE	Georgia
FIT33505A	MEDLINE	Georgia
FIT33600A	MEDLINE	Georgia
MSC13005A	MEDLINE	Georgia
MSC13505A	MEDLINE	Georgia
MSC13600A	MEDLINE	Georgia
HIPPREMIUMLH	MEDLINE	North Carolina
HIPPREMIUMMH	MEDLINE	North Carolina
HIPPREMIUMSH	MEDLINE	North Carolina
HIPPREMIUMXLH	MEDLINE	North Carolina
HIPPREMXXLH	MEDLINE	North Carolina
BCPE01	MEDLINE	China
BCPE02	MEDLINE	China
BCPE03	MEDLINE	China
MSC325100	MEDLINE	China
MSC326015	MEDLINE	China
MSC326100	MEDLINE	China
MSC327100	MEDLINE	China
MSCMG02	MEDLINE	China
NATURESOFT913	MEDLINE	Tennessee
NON1013	MEDLINE	China

NON260500	MEDLINE	China
NON260506	MEDLINE	Wisconsin
NON260509	MEDLINE	Wisconsin
NON260510	MEDLINE	China
ULTRASOFT1214	MEDLINE	China
ULTRASOFT713	MEDLINE	China
MSC263654	MEDLINE	China
MSC263754	MEDLINE	China
MSC263854	MEDLINE	China
MSC263954	MEDLINE	China
MSC263625	MEDLINE	China
MSC263656	MEDLINE	Illinois
MSC263810	MEDLINE	Illinois
MSC282070LB	MEDLINE	New Jersey
MSC282110	MEDLINE	China
MSC282120	MEDLINE	China
MSCB281245LB	MEDLINE	China
MUP0305P	MEDLINE	Georgia
MUP0365P	MEDLINE	Georgia
MUP1266P	MEDLINE	Georgia
MUP2030P	MEDLINE	Georgia
MUP2040P	MEDLINE	Georgia
EXTRASRB2336A	MEDLINE	China
EXTRASRB3036A	MEDLINE	China
EXTSB2336A350	MEDLINE	China
EXTSB3036A350	MEDLINE	China
MSC8003003	MEDLINE	China
ULTRASORB2436	MEDLINE	China
ULTRASORB3136	MEDLINE	China
USAP2436ES	MEDLINE	China
USAP3136ES	MEDLINE	China
USAP3136ESLP	MEDLINE	China
HSP29815	MEDLINE	Mexico
HSP29817	MEDLINE	Mexico
MSC266041	MEDLINE	China

MSC266042	MEDLINE	Vietnam
MSC266043	MEDLINE	Vietnam
MSC266044	MEDLINE	Vietnam
MSC266045	MEDLINE	Vietnam
MSC266046	MEDLINE	Vietnam
MSC29813	MEDLINE	Mexico
BARIBRIEF	MEDLINE	Ohio
BARIBRIEFC	MEDLINE	Ohio
BARIBRIEFPLUS	MEDLINE	Ohio
COMFORTAIRELG	MEDLINE	North Carolina
COMFORTAIREMD	MEDLINE	North Carolina
COMFORTAIRERG	MEDLINE	North Carolina
COMFORTAIREX	MEDLINE	North Carolina
COMFORTPMLG	MEDLINE	North Carolina
COMFORTPMMD	MEDLINE	North Carolina
COMFORTPMSM	MEDLINE	North Carolina
COMFORTPMX	MEDLINE	North Carolina
MSC3650065	MEDLINE	China
MTB30300	MEDLINE	North Carolina
MTB30500	MEDLINE	North Carolina
MTB30600	MEDLINE	North Carolina
ULTRACARELG	MEDLINE	North Carolina
ULTRACAREMD	MEDLINE	North Carolina
ULTRACARERG	MEDLINE	North Carolina
ULTRACAREXLG	MEDLINE	North Carolina
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FITBASICMD	MEDLINE	Georgia
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FITEXTRARG	MEDLINE	Georgia
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MSC53505	MEDLINE	North Carolina
MSC53600	MEDLINE	North Carolina

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FIT23505A	MEDLINE	Georgia
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MSC326100	MEDLINE	China
MSC327100	MEDLINE	China
MSCMG02	MEDLINE	China
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MSC263754	MEDLINE	China
MSC263854	MEDLINE	China
MSC263954	MEDLINE	China
MSC263625	MEDLINE	China



MSC263656	MEDLINE	Illinois
MSC263810	MEDLINE	Illinois

**IV. BIDDER'S RESIDENCY**

- A.** In determining whether the bidder is a nonresident bidder from a state that gives or requires a preference to bidders from that state, the address given on the first page of this invitation to bid shall be used by the Commonwealth. If that address is incorrect, or if no address is given, the correct address should be provided in the space below:

Correct Address: Three Lakes Drive  
Northfield, IL 60093

\_\_\_\_\_

\_\_\_\_\_

**B.** In order to claim the preference provided under Section I.B., Pennsylvania resident bidders must complete the following or have such information on file with the Issuing Office:

1. Address of bidder's bona fide establishment in Pennsylvania at which it was transacting business on the date when bids for this contract/requisition were first solicited: \_\_\_\_\_

2. a. If the bidder is a corporation:

(1) The corporation  is or  is not incorporated under the laws of the Commonwealth of Pennsylvania.

(a) If the bidder is incorporated under the laws of the Commonwealth of Pennsylvania, provide date of incorporation: \_\_\_\_\_

(b) If the bidder is not incorporated under the laws of the Commonwealth of Pennsylvania, it must have a certificate of authority to do business in the Commonwealth of Pennsylvania from the Pennsylvania Department of State as required by the Pennsylvania Business Corporation Law (15 P.S. §2001). Provide date of issuance of certificate of authority: February 23, 2004

(2) The corporation  is or  is not conducting business in Pennsylvania under an assumed or fictitious name. If the bidder is conducting business under an assumed or fictitious name, it must register the fictitious name with the Secretary of the Commonwealth and the office of the prothonotary of the county wherein the registered office of such corporation is located as required by the Fictitious Corporate Name Act, as amended 15 P.S. §51 et seq. Corporate bidders conducting business under an assumed or fictitious name must provide date of registry of the assumed or fictitious name: \_\_\_\_\_

b. If the bidder is a partnership:

(1) The partnership  is or  is not conducting business in Pennsylvania under an assumed or fictitious name. If the bidder is conducting business under an assumed or fictitious name, it must file with the Secretary of the Commonwealth and the office of the prothonotary the county wherein the principal place of business is located as required by the Fictitious Name Act of May 24, 1945, P.L. 967, as amended 54 P.S. §28.1. Partnerships conducting business under an assumed or fictitious name must provide the date of filing of the assumed or fictitious name with the Secretary of the Commonwealth: \_\_\_\_\_

(2) The partnership  is or  is not a limited partnership formed under the laws of any jurisdiction other than the Commonwealth of Pennsylvania. If the bidder is an Out-of-state limited partnership, it must register with the Pennsylvania Department of State as required by the Act of July 10, 1981, P.L. 237, as amended, 59 Pa. C.S.A. §503. Out-of-state limited partnerships must provide the date of registry with the Pennsylvania Department of State: \_\_\_\_\_

c. If the bidder is an individual:

He or she  is or  is not conducting business under an assumed or fictitious name. If the bidder is conducting business under an assumed or fictitious name, he or she must file with the Secretary of the Commonwealth and the office of the prothonotary in the county wherein the principal place of business is located as required by the Fictitious Name Act of May 24, 1945, P.L. 967, as amended, 54 P.S. §28.1. Individuals conducting business under an assumed or fictitious name must provide the date of filing of the assumed or fictitious name with the Secretary of the Commonwealth: \_\_\_\_\_

**IRAN FREE PROCUREMENT CERTIFICATION FORM**


**(Pennsylvania’s Procurement Code Sections 3501-3506, 62 Pa.C.S. §§ 3501-3506)**

To be eligible for an award of a contract with a Commonwealth entity for goods or services worth at least \$1,000,000 or more, a vendor must either: a) certify it is **not** on the current list of persons engaged in investment activities in Iran created by the Pennsylvania Department of General Services (“DGS”) pursuant to Section 3503 of the Procurement Code **and** is eligible to contract with the Commonwealth under Sections 3501-3506 of the Procurement Code; or b) demonstrate it has received an exception from the certification requirement for that solicitation or contract pursuant to Section 3503(e).

To comply with this requirement, please insert your vendor or financial institution name and complete **one** of the options below. Please note: Pennsylvania law establishes penalties for providing false certifications, including civil penalties equal to the greater of \$250,000 or twice the amount of the contract for which the false certification was made; contract termination; and three-year ineligibility to bid on contracts. (Section 3503 of the Procurement Code.)

**OPTION #1 - CERTIFICATION**

I, the official named below, certify I am duly authorized to execute this certification on behalf of the vendor/financial institution identified below, and the vendor/financial institution identified below is **not** on the current list of persons engaged in investment activities in Iran created by DGS **and** is eligible to contract with the Commonwealth of Pennsylvania Sections 3501-3506 of the Procurement Code.

<i>Vendor Name/Financial Institution (Printed)</i> Medline Industries, Inc.	
<i>By (Authorized Signature)</i> 	
<i>Printed Name and Title of Person Signing</i> Chris Powers, VP of Government Sales	<i>Date Executed</i> 8/17/2021

**OPTION #2 – EXEMPTION**

Pursuant to Procurement Code Section 3503(e), DGS may permit a vendor/financial institution engaged in investment activities in Iran, on a case-by-case basis, to enter into a contract for goods and services.

If you have obtained a written exemption from the certification requirement, please fill out the information below, and attach the written documentation demonstrating the exemption approval.

<i>Vendor Name/Financial Institution (Printed)</i>	
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	<i>Date Executed</i>



**CERTIFICATION**  
**Required By Executive Order 2004-4**  
**Anti-Sweatshop Procurement Policy**

I, Chris Powers, being the VP of Government Sales [title] of Medline Industries, Inc. [Contractor], a Illinois [State or Country of incorporation] corporation, or other legal entity, ("Contractor") located at Three Lakes Drive, Northfield, IL 60093

[address], having a Social Security or Federal Identification Number of [redacted] do hereby certify and represent to the Commonwealth of Pennsylvania ("Commonwealth"):

1. In connection with the manufacturing of the apparel or the laundering of apparel that the Contractor is offering to provide as a part of its bid [or proposal]/the contract, Contractor certifies and agrees **(Contractor MUST check either the "a." box or the "b." box below, whichever is applicable):**

- a. Each and every employee used in connection with the manufacturing or laundering of apparel will be paid an hourly rate at least equivalent to the Poverty Threshold, as defined in Paragraph 6 below; and
  - ii. **Each** and every employee used in connection with the manufacturing or laundering of apparel will be provided with working conditions that meet or exceed the International Labor Organization Convention's ("ILO") standards governing forced labor, child labor, payment of wages, hours of work, occupational health and safety and nondiscrimination, and Contractor is in compliance with all federal, state and local laws of the locality of manufacturing/laundrying of the apparel, except where preempted by federal/state law; and
  - iii. **The** representations in a.1 and a.2 above are also true in regard to any of Contractor's subcontractors, and subsidiary, affiliated, or associated corporations that are being or will be used in the manufacturing or laundrying of apparel in connection with this bid [or proposal]or contract.

**OR**

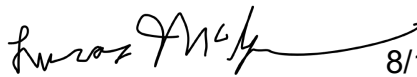
- b. **A collective** bargaining agreement is in effect between the operator of the manufacturing facility(ies) and its employees and will remain in effect for the duration of the contract for the manufacturing/laundrying of the apparel. The union representing the manufacturing facility's employees is \_\_\_\_\_ **[Contractor must identify union in the space provided].** The union is a responsible organization that is not influenced or controlled by management.

2. **Contractor** has attached a list of each proposed facility that will be utilized in the manufacture of the apparel or laundrying of the apparel, including subcontractors. This list includes the business name of any and all suppliers and subcontractors or any subsidiary, affiliated or associated corporation the address of manufacturing or laundrying facilities that will be utilized, a contact person(s), and telephone numbers for each facility. Contractor will notify the Contracting Officer in writing of any change in these items within seven (7) business days of such change occurring. No change will be made without the Contracting Officer's approval.

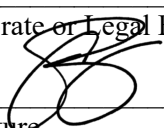


3. **Contractor will**, during normal business hours, allow Commonwealth representatives reasonable access to the facilities to confirm the representations made in this Certification. Contractor will also provide all requested documentation to confirm the representations made pursuant to this Certification. If Contractor refuses to provide access or documentation, Contractor shall reimburse the Commonwealth for costs and expenses incurred by the Commonwealth in pursuing any equitable or legal proceedings to gain access to or to receive such documentation.
4. **Attached is** a list of each proposed facility that will be utilized in the manufacture of the apparel or the laundering of the apparel.
5. **For purposes** of this Certification, "apparel" is defined as: "Products manufactured, woven, cut, sewn or otherwise similarly processed by mechanical or human effort from fabrics, leather, or cloth made for use as clothing, shoes, or other attire."
6. **For purposes** of this Certification "Poverty Threshold" is defined as:  
  
**The Poverty threshold** for a family of three, as published by the United States Department of Health and Human Resources, plus an additional 20 percent in wages if health benefits are not provided, and reduced by any mandatory deductions in employee pay for housing transportation, meals, or required job equipment. For non-United States facilities, the Commonwealth purchasing agency may, in its discretion, adjust the United States Department of Health and Human Resources' poverty threshold to reflect the country's level of economic development by using a factor such as purchasing power parity or relative standard of living.
7. **The Department** of General Services may share all information provided by contractor in its bid [or proposal] relative to this certification with the public.
8. **The person signing** this Certification on behalf of Contractor has been authorized to make these certifications on behalf of Contractor and to sign this Certification on Contractor's behalf.
9. **The information** and certifications provided by Contractor are material and important and will be relied upon by the Commonwealth in awarding the contract. The Department [or other purchasing agency] shall treat any misstatement as fraudulent concealment of the true facts punishable under Section 4904 of the Pennsylvania Crimes Code, Title 18, of Pa. Consolidated Statutes.

Attest or Witness:

 8/16/2021  
 Signature Date

Lucas McGovern, Analyst  
 Printed Name/Title

Medline Industries, Inc.  
 Corporate or Legal Entity's Name  
 8/16/2021  
 Signature Date

Chris Powers/VP of Government Sales  
 Printed Name/Title

**LIST OF MANUFACTURING/LAUNDERING FACILITIES**

<b>Name of Facility</b>	<b>Description of Item Manufactured/Launched at this Facility</b>	<b>Facility Location (State, Country, and Address)</b>	<b>Business Name of Owner/Operator of Facility</b>	<b>Address of Owner/Operator</b>	<b>Contact Person</b>	<b>Telephone Number of Contact Person</b>
Medline	Incontinence	9101 Riverside PKWY Lithia Springs, GA 30122	Medline Industries, Inc.	Three Lakes Drive Northfield, IL 60093	Lucas McGovern	847-837-2820

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**PART I - GENERAL INFORMATION**

**PART I - GENERAL INFORMATION**

**I.1 IFB-001.1 Purpose (Oct 2006)**

The Commonwealth of Pennsylvania (Commonwealth) is issuing this Invitation for Bids (IFB) to meet the needs of DEPARTMENT OF GENERAL SERVICES to satisfy a need for Incontinent Supplies.

**I.2 IFB-005.1 Type of Contract (Oct. 2006)**

If the Issuing Office enters into a contract as a result of this IFB, it will be a contract containing the Contract Terms and Conditions as shown in Part V of this IFB.

**I.3 IFB-008.1C No Pre-bid Conference (Oct. 2006)**

There will be no pre-bid conference for this IFB. If there are any questions, please forward them to the Issuing Office prior to the bid opening date and time.



#### **I.4 IFB-009.1 Questions (February 2012)**

All questions regarding the IFB must be submitted in writing to the email address of the Issuing Officer provided in the solicitation. While there is no set timeline for the submittal of questions, questions received within 48 hours prior to the bid due date and time will be answered at the discretion of the Commonwealth. All questions received will be answered, in writing, and such responses shall be posted to eMarketplace as an addendum to the IFB. The Issuing Officer shall not be bound by any verbal information nor shall it be bound by any written information that is not either contained within the IFB or formally issued as an addendum by the Issuing Office. The Issuing Office does not consider questions to be a protest of the specifications or of the solicitation.

#### **I.5 IFB-010.1 Addenda to the IFB (Oct. 2006)**

If the Issuing Office deems it necessary to revise any part of this IFB before the bid response date, the Issuing Office will post an addendum to its website at [HTTP://WWW.EMARKETPLACE.STATE.PA.US](http://WWW.EMARKETPLACE.STATE.PA.US) it is the Bidder's responsibility to periodically check the website for any new information or addenda to the IFB.

#### **I.6 IFB-011.1B Submission of Bids – Electronic Submittal (May 2011)**

- a. Bids are requested for the item(s) described in the Invitation For Bids and all the documents referenced in the form (collectively called the IFB). Bidders must submit their bids through the Commonwealth's electronic system (SRM).
- b. It is the responsibility of each bidder to ensure that its Bid is received through the electronic system prior to the date and time set for the opening of bids ("Bid Opening Time"). No Bid shall be considered if it arrives after the Bid Opening Time, regardless of reason for the late arrival.

Bids that are timely received prior to the Bid Opening Time shall be opened publicly in the presence of one or more witnesses at the time and place designated in this IFB for the Bid opening.

- c. Bids must be firm. If a Bid is submitted with conditions or exceptions or not in conformance with the terms and conditions referenced in the IFB Form, it shall be rejected. The Bid shall also be rejected if the items offered by the Bidder are not in conformance with the specifications as determined by the Commonwealth.
- d. The Bidder, intending to be legally bound hereby, offers and agrees, if this Bid is accepted, to provide the awarded items at the price(s) set forth in this Bid at the time(s) and place(s) specified.

#### **I.7 IFB-024.1 Bid Protest Procedure (April 2016)**

The Bid Protest Procedure is on the DGS website at <http://www.dgs.pa.gov/Documents/Procurement%20Forms/Handbook/Pt1/Pt%20I%20Ch%2058%20Bid%20Protests.pdf>

#### **I.8 IFB-025.1 Electronic Version of this IFB (Oct 2006)**

This IFB is being made available by electronic means. If a Bidder electronically accepts the IFB, the Bidder acknowledges and accepts full responsibility to ensure that no changes are made to the IFB. In the event of a conflict between a version of the IFB in the Bidder's possession and the Issuing Office's version of the IFB, the Issuing Office's version shall govern.

## **I.9 IFB-027.1 COSTARS Program (January 2017)**

**COSTARS Purchasers.** Section 1902 of the Commonwealth Procurement Code, 62 Pa.C.S. § 1902 (“Section 1902”), authorizes local public procurement units and state-affiliated entities (together, “COSTARS Members”) to participate in Commonwealth procurement contracts that the Department of General Services (“DGS”) may choose to make available to COSTARS Members. DGS has identified this Contract as one which will be made available for COSTARS Members’ participation.

A. Only those entities registered with DGS are authorized to participate as COSTARS Members in this Contract. A COSTARS Member may be either a local public procurement unit or a state-affiliated entity.

1. A “local public procurement unit” is:

- Any political subdivision (local government unit), such as a municipality, school district, or commission;
- Any public authority (including authorities formed under the Municipality Authorities Act of 1955 or other authorizing legislation, such as the Public Transportation Law or the Aviation Code);
- Any tax-exempt, nonprofit educational institution or organization;
- Any tax-exempt, nonprofit public health institution or organization;
- Any nonprofit fire, rescue, or ambulance company; and
- Any other entity that spends public funds for the procurement of supplies, services, and construction (such as a council of governments, an area government, or an organization that receives public grant funds).

The Department reserves the right to review and determine eligible applicants as Local Public Procurement Units on a case-by-case basis.

2. A state-affiliated entity is a Commonwealth authority or other Commonwealth entity that is not a Commonwealth agency. The term includes:

- The Pennsylvania Turnpike Commission;
- The Pennsylvania Housing Finance Agency;
- The Pennsylvania Municipal Retirement System;
- The Pennsylvania Infrastructure Investment Authority;
- The State Public School Building Authority;
  
- The Pennsylvania Higher Education Facilities Authority, and
- The State System of Higher Education.

The COSTARS Program is not available for use by Executive Agencies and Independent Agencies as defined by the Commonwealth Procurement Code, or any agency or entity using funds appropriated to the Department of General Services through Capital Budget Project Itemization legislation for the procurement of furniture, fixtures, and equipment.

3. A complete list of local public procurement units and state-affiliated entities that have registered with DGS and that are authorized to procure items from the Contract can be found at

<http://www.costars.state.pa.us/SearchCOMember.aspx>

B. COSTARS Members have the option to purchase from this Contract, from any DGS contract established exclusively for COSTARS Members in accordance with the requirements of Section 1902, from any other cooperative procurement contracts, or from their own procurement contracts established in accordance with the applicable laws governing such procurements. The Contractor understands and acknowledges that there is no guarantee that a COSTARS Member will place an order under this Contract, and that the decision to procure from this Contract is within the sole discretion of each COSTARS Member.

C. DGS is acting as a facilitator for COSTARS Members who may wish to purchase under this Contract. COSTARS Members that participate in this Contract and issue purchase orders (“POs”) to Contractors are third party beneficiaries who have the right to sue and be sued for breach of this Contract without joining the Commonwealth or DGS as a party. The

Commonwealth will not intervene in any action between a Contractor and a COSTARS Member unless substantial interests of the Commonwealth are involved.

- D. COSTARS Members electing to participate in this Contract will order items directly from the Contractor and be responsible for payment directly to the Contractor.
- E. Those Contractors electing to permit COSTARS Members to procure from this Contract shall pay the Required Administrative Fee applicable to the Contractor’s classification:

<b>Contractor Classification</b>	<b>Required Administrative Fee</b>
DGS-verified Small Diverse Business Bidder	\$166
DGS Self-Certified Small Business Bidder	\$500
All Other Bidders	\$1,500

- 1. Each bidder electing to permit COSTARS Members to participate in the Contract must submit the COSTARS Program Election to Participate form with its bid submittal and pay the applicable Administrative Fee upon Contract award in order to sell the awarded items/services to COSTARS Members. If the bidder is a Department of General Services Self-Certified Small Business or Department of General Services-verified Small Diverse Business, a copy of its active Small Business Contracting Program certificate must be included with the bid submittal.
  - 2. At the beginning of each Contract year and upon any Contract renewal, the Contractor shall submit a check for the required amount, payable to “Commonwealth of PA”. The Contractor must pay the Administrative Fee at each contract renewal date to continue to sell the awarded items/services to COSTARS Members.
- F. DGS has registered the COSTARS name and logo (together, the “COSTARS Brand”) as a trademark with the Pennsylvania Department of State. Therefore, the Contractor may use the COSTARS Brand only as permitted under in this Subsection.
- 1. The Contractor shall pay the Administrative Fee covering its participation in the program, including without limitation any use of the COSTARS Brand, for each year of the Contract period. The fee is payable upon Contract award and prior to the renewal date for each succeeding Contract period.
  - 2. DGS grants the Contractor a nonexclusive license to use the COSTARS Brand, subject to the following conditions:
    - a. The Contractor agrees not to transfer to any third party, including without limitation any of its subcontractors or suppliers, any privileges it may have to use the COSTARS Brand under this Contract.
    - b. The Contractor agrees not to use the COSTARS Brand to represent or imply any Commonwealth endorsement or approval of its products or services.
    - c. The Contractor is permitted to use the COSTARS Brand in broadcast, or Internet media solely in connection with this Contract and any other Contract with the Commonwealth under which it has agreed to make sales to COSTARS Purchasers. The Contractor may use the COSTARS Brand on business cards, brochures, and other print publications so long as the purpose is to identify the Contractor as a COSTARS vendor, and only so long as the required Contract fee is kept current.
    - d. Should this Contract terminate for any reason, the Contractor agrees promptly to remove the COSTARS Brand from any and all print and electronic media and to refrain from using the COSTARS Brand for any purpose whatsoever from the date of Contract termination forward.

- e. The Contractor agrees to defend, indemnify, and hold harmless the Commonwealth of Pennsylvania and DGS from and against all claims, demands, liabilities, obligations, costs, and expenses of any nature whatsoever arising out of or based upon the Contractor's use of the COSTARS Brand.
- f. The Contractor agrees it has no property rights in the use of the COSTARS Brand by virtue of this nonexclusive license. The Contractor expressly waives any claims, including without limitation due process claims that may otherwise be available under the law in the event of any dispute involving these terms of use.
- G. The Contractor shall furnish to the DGS COSTARS Program Office a quarterly electronic Contract sales report detailing the previous quarter's Contract purchasing activity, using the form and in the format prescribed by DGS. The Contractor shall submit its completed quarterly report no later than the fifteenth calendar day of the succeeding Contract quarter.
  - 1. The Contractor shall submit the reports through the web-based COSTARS Suppliers' Gateway of the PA Supplier Portal at <https://pasupplierportal.state.pa.us/irj/portal/anonymous> Enterprise Applications. If a Contractor does not have access to the Internet, the Contractor shall send the reports, using the form and in the format prescribed by DGS, on compact disc via US Postal Service to the DGS COSTARS Program Office, Bureau of Procurement, 6th Floor Forum Place, 555 Walnut Street, Harrisburg, PA 17101-1914.
  - 2. For each PO received, the Contractor shall include on the report the name and address of each COSTARS-Registered Purchaser that has used the Contract along with the sales date, and dollar volume of sales to the specific Purchaser for the reporting period.
  - 3. DGS may suspend the Contractor's participation in the COSTARS Program for failure to provide the Quarterly Sales Report within the specified time.
- H. Additional information regarding the COSTARS Program is available on the DGS COSTARS Website at [www.costars.state.pa.us](http://www.costars.state.pa.us).
  - 1. If the Contractor is aware of any qualified entity not currently registered and wishing to participate in the COSTARS Program, please refer the potential purchaser to the DGS COSTARS Website at [www.costars.state.pa.us](http://www.costars.state.pa.us), where it may register by completing the online registration form and receiving DGS confirmation of its registration. To view a list of currently registered COSTARS member entities, please visit the COSTARS website.
  - 2. Direct all questions concerning the COSTARS Program to:
 

Department of General Services  
 COSTARS Program  
 555 Walnut Street, 6th Floor  
 Harrisburg, PA 17101  
 Telephone: 1-866-768-7827  
 E-mail [GS-PACostars@pa.gov](mailto:GS-PACostars@pa.gov)

**I.10 IFB-029.1 Prices (Dec 6 2006)**

The bid submitted by the successful Bidder will be incorporated into any resulting Contract and the Bidder will be required to provide the awarded item(s) at the prices quoted in its Bid.

**I.11 IFB-030.1 Approved Equal (Nov 2006)**

Whenever an item is defined in this IFB by trade name and catalogue number of a manufacturer or vendor, the term 'or approved equal,' if not inserted therewith shall be implied. Any reference to a particular manufacturer's product either by trade name or by limited description is solely for the purpose of more clearly indicating the minimum

standard of quality desired, except where a 'no substitute' is requested. When a 'no substitute' is requested, the Issuing Office will consider Bids for the referenced product only. The term 'or approved equal' is defined as meaning any other make which, in the sole opinion of the Issuing Office, is of such character, quality, and performance equivalence as to meet the standard of quality of products specified for which it is to be used equally as well as that specified. A Bidder quoting on a product other than the referenced product shall:

- a) furnish complete identification in its Bid of the product it is offering by trade name, brand and/or model number;
- b) furnish descriptive literature and data with respect to the substitute product it proposes to furnish; and
- c) indicate any known specification deviations from the referenced product.

#### **I.12 IFB-031.1 Alternates (Oct 2013)**

A Bidder who wants to offer an alternate must notify the Issuing Office in writing, at least five (5) days prior to the scheduled Bid opening, that the Bidder intends to offer an alternate in its Bid. An "alternate" is a product that deviates from the requirements of the specifications in its composition, qualities, performance, size dimension, etc. The written notification from the Bidder must include a complete description of the alternate and must identify the product's deviations from the specifications. Upon receipt of the notification, the Issuing Office will determine whether the alternate is acceptable. If the Issuing Office, in its discretion, determines that the alternate is acceptable, the Issuing Office will issue a change notice to the invitation for bids that revises the specifications. If no change notice is issued revising the specification, a Bid offering the alternate will not be considered for award. If an item or items in the IFB are designated "no substitute," this provision does not apply, and no alternate may be proposed by a bidder nor will any alternate be considered by the Issuing Office.

#### **I.13 IFB-032.1 New Equipment (Nov 2006)**

Unless otherwise specified in this invitation for bids, all products offered by Bidders must be new or remanufactured. A 'new' product is one that will be used first by the Commonwealth after it is manufactured or produced. A 'remanufactured' product is one which:

- 1) has been rebuilt, using new or used parts, to a condition which meets the original manufacturer's most recent specifications for the item;
- 2) does not, in the opinion of the Issuing Office, differ in appearance from a new item; and
- 3) has the same warranty as a new item. Unless otherwise specified in this invitation for bids, used or reconditioned products are not acceptable. This clause shall not be construed to prohibit Bidders from offering products with recycled content, provided the product is new or remanufactured.

#### **I.14 I-IFB-033.1 Modification or Withdrawal of Bid (Nov 2006)**

- a. Bid Modification Prior to Bid Opening. Bids may be modified only by written notice or in person prior to the exact hour and date specified for Bid opening.
  - 1) If a Bidder intends to modify its Bid by written notice, the notice must specifically identify the Bid to be modified and must be signed by the Bidder. The Bidder must include evidence of authorization for the individual who signed the modification to modify the Bid on behalf of the Bidder. The Bid modification must be received in a sealed envelope. The sealed envelope must identify the assigned Collective Number and the Bid Opening Time and should state that enclosed in the envelope is a Bid modification.
  - 2) If a Bidder intends to modify its Bid in person, the individual who will modify the Bid must arrive in the Bid Opening Room prior to the Bid Opening Time, show a picture identification, and provide evidence of his/her authorization to modify the Bid on behalf of the Bidder. If a Bidder intends to modify its Bid in person, the Bidder may do so only in the presence of an agency employee. (The agency employee will observe the actions taken by the individual to modify the Bid but will not read the Bid or the modification).

- b. Bid Withdrawal Prior to Bid:** Opening Bids may be withdrawn only by written notice or in person prior to the exact hour and date specified for Bid opening.
- 1) If a Bidder intends to withdraw its Bid by written notice, the notice shall specifically identify the Bid to be withdrawn and shall be signed by the Bidder. The Bidder must include evidence of authorization for the individual who signed the bid withdrawal to withdraw the bid on behalf of the Bidder. Except as provided in Subparagraph c, below, bid withdrawals received after the exact hour and date specified for the receipt of Bids shall not be accepted.
  - 2) If a Bidder intends to withdraw its Bid in person, the individual who will withdraw the Bid must arrive in the Bid Opening Room prior to the Bid Opening Time, show a picture identification and provide evidence of his/her authorization to withdraw the Bid on behalf of the Bidder.
- c. Bid Withdrawal After Bid Opening:** Bidders are permitted to withdraw erroneous Bids after Bid opening only if the following conditions are met:
- 1) The Bidder submits a written request for withdrawal.
  - 2) The Bidder presents credible evidence with the request that the reason for the lower Bid price was a clerical mistake as opposed to a judgment mistake and was actually due to an unintentional arithmetical error or an unintentional omission of a substantial quantity of work, labor, material, or services made directly in the compilation of the Bid.
  - 3) The request for relief and supporting evidence must be received by the Issuing Office within three (3) business days after Bid opening, but before award of the contract.
  - 4) The Issuing Office shall not permit a Bid withdrawal if the Bid withdrawal would result in the award of the contract on another Bid of the same Bidder, its partner, or a corporation or business venture owned by or in which the bidder has a substantial interest.
  - 5) If a Bidder is permitted to withdraw its Bid, the Bidder cannot supply any material or labor or perform any subcontract or other work agreement for the awarded contractor, without the written approval of the Issuing Office.
- d. Firm Bid:** Except as provided above, a Bid may not be modified, withdrawn, or cancelled by any Bidder for a period of sixty (60) days following the time and date designated for Bid opening, unless otherwise specified by the Bidder in its Bid. If the lowest responsible Bidder, as determined by the Issuing Office, withdraws its Bid prior to the expiration of the award period or fails to comply with the requirements set forth in the IFB including but not limited to any requirement to submit performance or payment bonds or insurance certificates within the required time period, the Bidder shall be liable to the Commonwealth for all costs and damages associated with the re-award or re-bid including the difference between the Bidder's price and the actual cost that the Commonwealth pays for the awarded items.
- e. Clarification and Additional Information:** After the receipt of Bids, the Issuing Office shall have the right to contact Bidders for the purpose of seeking:
- 1) Clarification of the Bid which confirms the Issuing Office's understanding of statements or information in the Bid or;
  - 2) Additional information on the items offered; provided the IFB does not require the rejection of the Bid for failure to include such information.

### **I.15 I-IFB-034.1 Rejection of Bids (Nov 2006)**

The Issuing Office reserves the right to reject any and all Bids, to waive technical defects or any informality in Bids, and to accept or reject any part of any Bid if the best interests of the Commonwealth are thereby served.

### **I.16 Submission-001.1 Representations and Authorizations (February 2017)**

By submitting its proposal, each Offeror understands, represents, and acknowledges that:

- A.** All of the Offeror's information and representations in the proposal are material and important, and the Issuing Office may rely upon the contents of the proposal in awarding the contract(s). The Commonwealth shall treat any misstatement, omission or misrepresentation as fraudulent concealment of the true facts relating to the Proposal submission, punishable pursuant to 18 Pa. C.S. § 4904.
- B.** The Offeror has arrived at the price(s) and amounts in its proposal independently and without consultation, communication, or agreement with any other Offeror or potential offeror.
- C.** The Offeror has not disclosed the price(s), the amount of the proposal, nor the approximate price(s) or amount(s) of its proposal to any other firm or person who is an Offeror or potential offeror for this RFP, and the Offeror shall not disclose any of these items on or before the proposal submission deadline specified in the Calendar of Events of this RFP.
- D.** The Offeror has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- E.** The Offeror makes its proposal in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- F.** To the best knowledge of the person signing the proposal for the Offeror, the Offeror, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Offeror has disclosed in its proposal.
- G.** To the best of the knowledge of the person signing the proposal for the Offeror and except as the Offeror has otherwise disclosed in its proposal, the Offeror has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Offeror that is owed to the Commonwealth.
- H.** The Offeror is not currently under suspension or debarment by the Commonwealth, any other state or the federal government, and if the Offeror cannot so certify, then it shall submit along with its proposal a written explanation of why it cannot make such certification.
- I.** The Offeror has not made, under separate contract with the Issuing Office, any recommendations to the Issuing Office concerning the need for the services described in its proposal or the specifications for the services described in the proposal.
- J.** Each Offeror, by submitting its proposal, authorizes Commonwealth agencies to release to the Commonwealth information concerning the Offeror's Pennsylvania taxes, unemployment compensation and workers' compensation liabilities.
- K.** Until the selected Offeror receives a fully executed and approved written contract from the Issuing Office, there is no legal and valid contract, in law or in equity, and the Offeror shall not begin to perform.

- L.** The Offeror is not currently engaged and will not during the duration of the contract engage, in a boycott of a person or an entity based in or doing business with a jurisdiction which the Commonwealth is not prohibited by Congressional statute from engaging in trade or commerce.



## **PART II - REQUIREMENTS**

### **PART II - REQUIREMENTS**

#### **II.1 IFB-006.1b COSTARS Program Election to Participate (July 2012)**

If the bidder is willing to sell the awarded items/services at the same prices and/or discounts, and in accordance with the contractual terms and conditions, to COSTARS members, the bidder should complete and return the COSTARS Program Election to Participate form which is an attachment to this IFB. If the bidder is asserting that it is a Department of General Services Certified Small Business, the bidder must submit its active certification with the bid response.

#### **II.2 II-IFB-008.1b Lobbying Certification and Disclosure – Electronic Submission. (Oct 2006).**

With respect to an award of a federal contract, grant, or cooperative agreement exceeding \$100,000 or an award of a federal loan or a commitment providing for the United States to insure or guarantee a loan exceeding \$150,000 all recipients must certify that they will not use federal funds for lobbying and must disclose the use of non-federal funds for lobbying by filing required documentation. Offerors must complete and return the Lobbying Certification Form and the Disclosure of Lobbying Activities Form, which are attached to and made a part of this IFB. The completed and signed Lobbying Certification Form and the Disclosure of Lobbying Activities Form should be submitted with the Bid Response. Commonwealth agencies will not contract with outside firms or individuals to perform lobbying services, regardless of the source of funds.

#### **II.3 II-IFB-016.1 Post-Submission Descriptive Literature (Dec 2006)**

The Commonwealth may, during its evaluation of the bids, require any bidder to submit cuts, illustrations, drawings, prints, test data sheets, specification sheets and brochures which detail construction features, design, components, materials used, applicable dimensions and any other pertinent information which the Issuing Office may require in order to evaluate the product(s) offered. The required information must be submitted within two (2) business days after notification from the Issuing Office. Failure to submit the required information prior to the expiration of the second business day after notification shall result in the rejection of the bid as non-responsive.

#### **II.4 II-IFB-017.1b Reciprocal Limitations Act – Electronic Submittal (February 2007)**

This procurement is subject to the Reciprocal Limitations Act. Bidders must complete and submit with the Bid Response the State of Manufacture Chart, which is contained in GSPUR-89 ("Reciprocal Limitations Act Requirements") which is attached to and made part of this IFB. The completed State of Manufacture Chart should be submitted as part of the Bid Response.

#### **II.5 II-IFB-018.1b Iran Free Procurement Certification and Disclosure – Electronic Submittal (November 2016)**

Prior to entering a contract worth at least \$1,000,000 or more with a Commonwealth entity, a bidder must: a) certify it is not on the current list of persons engaged in investment activities in Iran created by the Pennsylvania Department of General Services ("DGS") pursuant to Section 3503 of the Procurement Code and is eligible to contract with the Commonwealth under Sections 3501-3506 of the Procurement Code; or b) demonstrate it has received an exception from the certification requirement for that solicitation or contract pursuant to Section 3503(e). All bidders must complete and return the Iran Free Procurement Certification form, which is attached hereto and made part of this IFB. The completed and signed Iran Free Procurement Certification form must be submitted with the Bid Response.

See the following web page for current Iran Free Procurement list:

<http://www.dgs.pa.gov/businesses/materials%20and%20services%20procurement/procurement-resources/pages/default.aspx#.WDFfJJ>

## **PART III - SELECTION CRITERIA**

### **PART III - SELECTION CRITERIA**

#### **III.1 III-IFB-001.1a Mandatory Responsiveness Requirements (Oct 2006)**

To be eligible for selection, a bid must be:

- a. Timely received from a Bidder;
- b. Properly signed by the Bidder.

#### **III.2 III-IFB-006.1f Method of Award - All Bidders (April 2011)**

Award will be made to all responsive and responsible bidders.

#### **III.3 III-IFB-007.1 Awards (May 2011)**

Unless all Bids are rejected, and except as otherwise provided by law, award will be made through the issuance of a contract/purchase order in accordance with the method of award. Unless otherwise specified by the Issuing Office in the IFB form the Commonwealth reserves the right to award by item or on a total Bid basis, whichever is deemed more advantageous to the Commonwealth. In cases of discrepancies in prices, the unit price will be binding unless the unit price is obviously in error and the extended price is obviously correct, in which case the erroneous unit price will be corrected. As a condition for receipt of award of a contract/purchase order, the Bidder must be registered in the Commonwealth of Pennsylvania's Vendor Master file. In order to register, bidders must visit the Pa Supplier Portal at <https://www.pasupplierportal.state.pa.us/> or call the Customer Support Center at 877-435-7363 or 717-346-2676.

#### **III.4 III-IFB-008.1 Tie Bids (Nov 2006)**

All tie bids will be broken by the Issuing Office.

#### **III.5 III-IFB-009.1 Prompt Payment Discounts (Nov 2006)**

Prompt payment discounts will not be considered in making an award. If prompt payment discounts are offered by any Bidder, however, the Issuing Office will take advantage of such offer.

#### **III.6 III-IFB-010.1 Option for Separate Competitive Bidding Procedure (Nov 2006)**

The Commonwealth reserves the right to purchase products or services covered under this Contract through a separate competitive bidding procedure, whenever Commonwealth deems it in the best interest of the Commonwealth. The right will generally be exercised only when a specific need for a large quantity of the product or service exists or when the price offered is significantly lower than the Contract price.

#### **III.7 III-IFB-014.1 Rebates (Nov 2006)**

Any rebate applicable at the time of bid should be taken into consideration by the bidder in calculating its bid price. Bidders must specifically state in their bid proposal, when applicable, that rebates have been considered in arriving at the bid price. Following award, the Commonwealth will assign to the awarded bidder, any rebates which the bidder stated that he took into consideration. If the bidder fails to include such a statement, the Commonwealth will receive the full benefit of the manufacturer's rebate.

**PART IV - WORK STATEMENT**

PART IV - WORK STATEMENT

**IV.1 IFB-001.1a Specifications (Nov 2006)**

The Commonwealth is seeking bids to procure the item(s) set forth in the attached document entitled "Specifications."

**PART V - CONTRACT TERMS and CONDITIONS**

**PART V - CONTRACT TERMS and CONDITIONS**

**V.1 CONTRACT-001.1b Contract Terms and Conditions (Nov 30, 2006)**

The Contract with the awarded bidder (who shall become the "Contractor") shall include the following terms and conditions:

**V.2 CONTRACT-002.1a Term of Contract – Contract (May 2012)**

The initial term of the Contract shall be 01 year(s) and 00 month(s).

The term of the Contract shall commence on the Effective Date (as defined below) and shall end on the Expiration Date identified in the Contract, subject to the other provisions of the Contract.

The Effective Date shall be: a) the Effective Date printed on the Contract after the Contract has been fully executed by the Commonwealth (signed and approved as required by the Commonwealth contracting procedures) or b) the "Valid from" date printed on the Contract, whichever is later.

**V.3 CONTRACT-002.2a Renewal of Contract Term (Nov 30 2006)**

The Contract may be renewed for a maximum of 4 additional 1-year term(s), so long as Commonwealth provides written notice to Contractor of its intention to extend the Contract by letter prior to the expiration of the term of the agreement, or any extension thereof. The Commonwealth may exercise the renewal as individual year or multiple year term(s). Any renewal will be under the same terms, covenants, and conditions. No further document is required to be executed to renew the term of the contract.

**V.4 CONTRACT-002.3 Extension of Contract Term (Nov 30 2006)**

The Commonwealth reserves the right, upon notice to the Contractor, to extend any single term of the Contract for up to three (3) months upon the same terms and conditions.

**V.5 CONTRACT-003.1a Signatures – Contract (July 2015)**

The Contract shall not be a legally binding contract until the fully executed Contract has been sent to the Contractor. No Commonwealth employee has the authority to verbally direct the commencement of any work or delivery of any supply under this Contract prior to the Effective Date. The Contractor hereby waives any claim or cause of action for any service or work performed prior to the Effective Date.

The Contract may be electronically signed by the Commonwealth. The electronically printed name of the Purchasing Agent represents the signature of that individual who has the authority, on behalf of the Commonwealth, to bind the Commonwealth to the terms of the Contract. If the Contract output form does not have "Fully Executed" at the top of the first page and does not have the name of the Purchasing Agent printed in the appropriate box, the Contract has not been fully executed.

The fully executed Contract may be sent to the Contractor electronically or through facsimile equipment. The electronic transmission of the Contract shall require acknowledgement of receipt of the transmission by the Contractor. Receipt of the electronic or facsimile transmission of the Contract shall constitute receipt of the fully executed Contract.

The Commonwealth and the Contractor specifically agree as follows:

- a. No handwritten signature shall be required in order for the Contract to be legally enforceable.
- b. The parties agree that no writing shall be required in order to make the Contract legally binding, notwithstanding contrary requirements in any law. The parties hereby agree not to contest the validity or enforceability of a genuine Contract or acknowledgement issued electronically under the provisions of a

statute of frauds or any other applicable law relating to whether certain agreements be in writing and signed by the party bound thereby. Any genuine Contract or acknowledgement issued electronically, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form. Neither party shall contest the admissibility of copies of a genuine Contract or acknowledgements under either the business records exception to the hearsay rule or the best evidence rule on the basis that the Contract or acknowledgement were not in writing or signed by the parties. A Contract or acknowledgment shall be deemed to be genuine for all purposes if it is transmitted to the location designated for such documents.

- c. Each party will immediately take steps to verify any document that appears to be obviously garbled in transmission or improperly formatted to include re-transmission of any such document if necessary.

#### **V.6 CONTRACT-004.1a Definitions (Oct 2013)**

As used in this Contract, these words shall have the following meanings:

- a. Agency: The department, board, commission or other agency of the Commonwealth of Pennsylvania listed as the Purchasing Agency. If a COSTARS entity or external procurement activity has issued an order against this contract, that entity shall also be identified as "Agency".
- b. Contracting Officer: The person authorized to administer this Contract for the Commonwealth and to make written determinations with respect to the Contract.
- c. Days: Unless specifically indicated otherwise, days mean calendar days.
- d. Developed Works or Developed Materials: All documents, sketches, drawings, designs, works, papers, files, reports, computer programs, computer documentation, data, records, software, samples or any other tangible material without limitation authored or prepared by Contractor as the work product covered in the scope of work for the Project.
- e. Documentation: All materials required to support and convey information about the services required by this Contract. It includes, but is not necessarily restricted to, written reports and analyses, diagrams, maps, logical and physical designs, system designs, computer programs, flow charts, disks, and/or other machine-readable storage media.
- f. Services: All Contractor activity necessary to satisfy the Contract.

#### **V.7 CONTRACT-005.1a Purchase Orders (July 2015)**

Commonwealth agencies may issue Purchase Orders against the Contract. These orders constitute the Contractor's authority to make delivery. All Purchase Orders received by the Contractor up to and including the expiration date of the Contract are acceptable and must be performed in accordance with the Contract. Each Purchase Order will be deemed to incorporate the terms and conditions set forth in the Contract.

Purchase Orders may be electronically signed by the Agency. The electronically printed name of the purchaser represents the signature of that individual who has the authority, on behalf of the Commonwealth, to authorize the Contractor to proceed.

Purchase Orders may be issued electronically or through facsimile equipment. The electronic transmission of a purchase order shall require acknowledgement of receipt of the transmission by the Contractor. Receipt of the electronic or facsimile transmission of the Purchase Order shall constitute receipt of an order. Orders received by the Contractor after 4:00 p.m. will be considered received the following business day.

- a. No handwritten signature shall be required in order for the Contract or Purchase Order to be legally enforceable.
- b. The parties agree that no writing shall be required in order to make the Purchase Order legally binding. The parties hereby agree not to contest the validity or enforceability of a Purchase Order or acknowledgement

issued electronically under the provisions of a statute of frauds or any other applicable law relating to whether certain agreements be in writing and signed by the party bound thereby. Any Purchase Order or acknowledgement issued electronically, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form. Neither party shall contest the admissibility of copies of Purchase Orders or acknowledgements under either the business records exception to the hearsay rule or the best evidence rule on the basis that the Purchase Order or acknowledgement were not in writing or signed by the parties. A Purchase Order or acknowledgment shall be deemed to be genuine for all purposes if it is transmitted to the location designated for such documents.

- c. Each party will immediately take steps to verify any document that appears to be obviously garbled in transmission or improperly formatted to include re-transmission of any such document if necessary.

Purchase Orders under ten thousand dollars (\$10,000) in total amount may also be made in person or by telephone using a Commonwealth Purchasing Card. When an order is placed by telephone, the Commonwealth agency shall provide the agency name, employee name, credit card number, and expiration date of the card. Contractors agree to accept payment through the use of the Commonwealth Purchasing Card.

#### **V.8 CONTRACT-006.1 Independent Prime Contractor (Oct 2006)**

In performing its obligations under the Contract, the Contractor will act as an independent contractor and not as an employee or agent of the Commonwealth. The Contractor will be responsible for all services in this Contract whether or not Contractor provides them directly. Further, the Contractor is the sole point of contact with regard to all contractual matters, including payment of any and all charges resulting from the Contract.

#### **V.9 CONTRACT-007.01a Supplies Delivery (Nov 30 2006)**

All item(s) shall be delivered F.O.B. Destination. The Contractor agrees to bear the risk of loss, injury, or destruction of the item(s) ordered prior to receipt of the items by the Commonwealth. Such loss, injury, or destruction shall not release the Contractor from any contractual obligations. Except as otherwise provided in this contract, all item(s) must be delivered within the time period specified. Time is of the essence and, in addition to any other remedies, the Contract is subject to termination for failure to deliver as specified. Unless otherwise stated in this Contract, delivery must be made within thirty (30) days after the Effective Date.

#### **V.10 CONTRACT-007.02 Estimated Quantities (Nov 30 2006)**

It shall be understood and agreed that any quantities listed in the Contract are estimated only and may be increased or decreased in accordance with the actual requirements of the Commonwealth and that the Commonwealth in accepting any bid or portion thereof, contracts only and agrees to purchase only the materials and services in such quantities as represent the actual requirements of the Commonwealth. The Commonwealth reserves the right to purchase materials and services covered under the Contract through a separate competitive procurement procedure, whenever Commonwealth deems it to be in its best interest.

#### **V.11 CONTRACT-008.1a Warranty. (Oct 2006)**

The Contractor warrants that all items furnished, and all services performed by the Contractor, its agents and subcontractors shall be free and clear of any defects in workmanship or materials. Unless otherwise stated in the Contract, all items are warranted for a period of one year following delivery by the Contractor and acceptance by the Commonwealth. The Contractor shall repair, replace, or otherwise correct any problem with the delivered item. When an item is replaced, it shall be replaced with an item of equivalent or superior quality without any additional cost to the Commonwealth.

#### **V.12 CONTRACT-009.1c Patent, Copyright, and Trademark Indemnity (Oct 2013)**

The Contractor warrants that it is the sole owner or author of or has entered into a suitable legal agreement concerning either: a) the design of any product or process provided or used in the performance of the Contract

which is covered by a patent, copyright, or trademark registration or other right duly authorized by state or federal law or b) any copyrighted matter in any report, document or other material provided to the Commonwealth under the contract.

The Contractor shall defend any suit or proceeding brought against the Commonwealth on account of any alleged patent, copyright or trademark infringement in the United States of any of the products provided or used in the performance of the Contract.

This is upon condition that the Commonwealth shall provide prompt notification in writing of such suit or proceeding; full right, authorization and opportunity to conduct the defense thereof; and full information and all reasonable cooperation for the defense of same.

As principles of governmental or public law are involved, the Commonwealth may participate in or choose to conduct, in its sole discretion, the defense of any such action.

If information and assistance are furnished by the Commonwealth at the Contractor's written request, it shall be at the Contractor's expense, but the responsibility for such expense shall be only that within the Contractor's written authorization.

The Contractor shall indemnify and hold the Commonwealth harmless from all damages, costs, and expenses, including attorney's fees that the Contractor or the Commonwealth may pay or incur by reason of any infringement or violation of the rights occurring to any holder of copyright, trademark, or patent interests and rights in any products provided or used in the performance of the Contract.

If any of the products provided by the Contractor in such suit or proceeding are held to constitute infringement and the use is enjoined, the Contractor shall, at its own expense and at its option, either procure the right to continue use of such infringement products, replace them with non-infringement equal performance products or modify them so that they are no longer infringing.

If the Contractor is unable to do any of the preceding, the Contractor agrees to remove all the equipment or software which are obtained contemporaneously with the infringing product, or, at the option of the Commonwealth, only those items of equipment or software which are held to be infringing, and to pay the Commonwealth: 1) any amounts paid by the Commonwealth towards the purchase of the product, less straight line depreciation; 2) any license fee paid by the Commonwealth for the use of any software, less an amount for the period of usage; and 3) the pro rata portion of any maintenance fee representing the time remaining in any period of maintenance paid for. The obligations of the Contractor under this paragraph continue without time limit. No costs or expenses shall be incurred for the account of the Contractor without its written consent.

#### **V.13 CONTRACT-009.1d Ownership Rights (Oct 2006)**

The Commonwealth shall have unrestricted authority to reproduce, distribute, and use any submitted report, data, or material, and any software or modifications and any associated documentation that is designed or developed and delivered to the Commonwealth as part of the performance of the Contract.

#### **V.14 CONTRACT-010.1a Acceptance (Oct 2006)**

No item(s) received by the Commonwealth shall be deemed accepted until the Commonwealth has had a reasonable opportunity to inspect the item(s). Any item(s) which is discovered to be defective or fails to conform to the specifications may be rejected upon initial inspection or at any later time if the defects contained in the item(s) or the noncompliance with the specifications were not reasonably ascertainable upon the initial inspection. It shall thereupon become the duty of the Contractor to remove rejected item(s) from the premises without expense to the Commonwealth within fifteen (15) days after notification. Rejected item(s) left longer than fifteen (15) days will be regarded as abandoned, and the Commonwealth shall have the right to dispose of them as its own property and shall retain that portion of the proceeds of any sale which represents the Commonwealth's costs and expenses in regard to the storage and sale of the item(s). Upon notice of rejection, the Contractor shall immediately replace all such rejected item(s) with others conforming to the specifications and which are not defective. If the Contractor fails, neglects or refuses to do so, the Commonwealth shall then have

the right to procure a corresponding quantity of such item(s), and deduct from any monies due or that may thereafter become due to the Contractor, the difference between the price stated in the Contract and the cost thereof to the Commonwealth.

#### **V.15 CONTRACT-010.2 Product Conformance (March 2012)**

The Commonwealth reserves the right to require any and all Contractors to:

1. Provide certified data from laboratory testing performed by the Contractor, or performed by an independent laboratory, as specified by the Commonwealth.
2. Supply published manufacturer product documentation.
3. Permit a Commonwealth representative to witness testing at the Contractor's location or at an independent laboratory.
4. Complete a survey/questionnaire relating to the bid requirements and specifications.
5. Provide customer references.
6. Provide a product demonstration at a location near Harrisburg or the using agency location.

#### **V.16 CONTRACT-010.3 Rejected Material Not Considered Abandoned (March 2012)**

The Commonwealth shall have the right to not regard any rejected material as abandoned and to demand that the Contractor remove the rejected material from the premises within thirty (30) days of notification. The Contractor shall be responsible for removal of the rejected material as well as proper clean-up. If the Contractor fails or refuses to remove the rejected material as demanded by the Commonwealth, the Commonwealth may seek payment from, or set-off from any payments due to the Contractor under this or any other Contract with the Commonwealth, the costs of removal and clean-up. This is in addition to all other rights to recover costs incurred by the Commonwealth.

#### **V.17 CONTRACT-011.1a Compliance With Law (Oct 2006)**

The Contractor shall comply with all applicable federal and state laws and regulations and local ordinances in the performance of the Contract.

#### **V.18 CONTRACT-013.1 Environmental Provisions (Oct 2006)**

In the performance of the Contract, the Contractor shall minimize pollution and shall strictly comply with all applicable environmental laws and regulations, including, but not limited to: the Clean Streams Law Act of June 22, 1937 (P.L. 1987, No. 394), as amended 35 P.S. Section 691.601 et seq.; the Pennsylvania Solid Waste Management Act, Act of July 7, 1980 (P.L. 380, No. 97), as amended, 35 P.S. Section 6018.101 et seq. ; and the Dam Safety and Encroachment Act, Act of November 26, 1978 (P.L. 1375, No. 325), as amended , 32 P.S. Section 693.1.

#### **V.19 CONTRACT-014.1 Post-Consumer Recycled Content (June 2016)**

Except as specifically waived by the Department of General Services in writing, any products which are provided to the Commonwealth as a part of the performance of the Contract must meet the minimum percentage levels for total recycled content as specified by the Environmental Protection Agency in its Comprehensive Procurement Guidelines, which can be found at <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program> .



### **V.20 CONTRACT-014.3 Recycled Content Enforcement (February 2012)**

The Contractor may be required, after delivery of the Contract item(s), to provide the Commonwealth with documentary evidence that the item(s) was in fact produced with the required minimum percentage of post-consumer and recovered material content.

### **V.21 CONTRACT-015.1 Compensation (Oct 2006)**

The Contractor shall be required to furnish the awarded item(s) at the price(s) quoted in the Purchase Order. All item(s) shall be delivered within the time period(s) specified in the Purchase Order. The Contractor shall be compensated only for item(s) that are delivered and accepted by the Commonwealth.

### **V.22 CONTRACT-015.2 Billing Requirements (February 2012)**

Unless the Contractor has been authorized by the Commonwealth for Evaluated Receipt Settlement or Vendor Self-Invoicing, the Contractor shall include in all of its invoices the following minimum information:

- Vendor name and "Remit to" address, including SAP Vendor number;
- Bank routing information, if ACH;
- SAP Purchase Order number;
- Delivery Address, including name of Commonwealth agency;
- Description of the supplies/services delivered in accordance with SAP Purchase Order (include purchase order line number if possible);
- Quantity provided;
- Unit price;
- Price extension;
- Total price; and
- Delivery date of supplies or services.

If an invoice does not contain the minimum information set forth in this paragraph, the Commonwealth may return the invoice as improper. If the Commonwealth returns an invoice as improper, the time for processing a payment will be suspended until the Commonwealth receives a correct invoice. The Contractor may not receive payment until the Commonwealth has received a correct invoice.

Contractors are required to establish separate billing accounts with each using agency and invoice them directly. Each invoice shall be itemized with adequate detail and match the line item on the Purchase Order. In no instance shall any payment be made for services to the Contractor that are not in accordance with the prices on the Purchase Order, the Contract, updated price lists or any discounts negotiated by the purchasing agency.

### **V.23 CONTRACT-016.1 Payment (Oct 2006)**

- a. The Commonwealth shall put forth reasonable efforts to make payment by the required payment date. The required payment date is: (a) the date on which payment is due under the terms of the Contract; (b) thirty (30) days after a proper invoice actually is received at the "Bill To" address if a date on which payment is due is not specified in the Contract (a "proper" invoice is not received until the Commonwealth accepts the service as satisfactorily performed); or (c) the payment date specified on the invoice if later than the dates established by (a) and (b) above. Payment may be delayed if the payment amount on an invoice is not based upon the price(s) as stated in the Contract. If any payment is not made within fifteen (15) days after the required payment date, the Commonwealth may pay interest as determined by the Secretary of Budget in accordance with Act No. 266 of 1982 and regulations promulgated pursuant thereto. Payment should not be construed by the Contractor as acceptance of the service performed by the Contractor. The Commonwealth reserves the right to conduct further testing and inspection after payment, but within a reasonable time after performance, and to reject the service if such post payment testing or inspection discloses a defect or a failure to meet specifications. The Contractor agrees that the Commonwealth may set off the amount of any state tax liability

or other obligation of the Contractor or its subsidiaries to the Commonwealth against any payments due the Contractor under any contract with the Commonwealth.

- b. The Commonwealth shall have the option of using the Commonwealth purchasing card to make purchases under the Contract or Purchase Order. The Commonwealth's purchasing card is similar to a credit card in that there will be a small fee which the Contractor will be required to pay and the Contractor will receive payment directly from the card issuer rather than the Commonwealth. Any and all fees related to this type of payment are the responsibility of the Contractor. In no case will the Commonwealth allow increases in prices to offset credit card fees paid by the Contractor, or any other charges incurred by the Contractor, unless specifically stated in the terms of the Contract or Purchase Order.

#### **V.24 CONTRACT-016.2 Payment – Electronic Funds Transfer (February 2014)**

- a. The Commonwealth will make contract payments through the Automated Clearing House (ACH). Within 10 days of award of the contract or purchase order, the contractor must submit or must have already submitted their ACH information within their user profile in the Commonwealth's procurement system (SRM).
- b. The contractor must submit a unique invoice number with each invoice submitted. The unique invoice number will be listed on the Commonwealth of Pennsylvania's ACH remittance advice to enable the contractor to properly apply the state agency's payment to the invoice submitted.
- c. It is the responsibility of the contractor to ensure that the ACH information contained in SRM is accurate and complete. Failure to maintain accurate and complete information may result in delays in payments.

#### **V.25 CONTRACT-017.1 Taxes (Dec 5 2006)**

The Commonwealth is exempt from all excise taxes imposed by the Internal Revenue Service and has accordingly registered with the Internal Revenue Service to make tax free purchases under Registration No. 23-23740001-K. With the exception of purchases of the following items, no exemption certificates are required, and none will be issued: undyed diesel fuel, tires, trucks, gas guzzler emergency vehicles, and sports fishing equipment. The Commonwealth is also exempt from Pennsylvania state sales tax, local sales tax, public transportation assistance taxes and fees and vehicle rental tax. The Department of Revenue regulations provide that exemption certificates are not required for sales made to governmental entities and none will be issued. Nothing in this paragraph is meant to exempt a construction contractor from the payment of any of these taxes or fees which are required to be paid with respect to the purchase, use, rental, or lease of tangible personal property or taxable services used or transferred in connection with the performance of a construction contract.

#### **V.26 CONTRACT-018.1 Assignment of Antitrust Claims (Oct 2006)**

The Contractor and the Commonwealth recognize that in actual economic practice, overcharges by the Contractor's suppliers resulting from violations of state or federal antitrust laws are in fact borne by the Commonwealth. As part of the consideration for the award of the Contract, and intending to be legally bound, the Contractor assigns to the Commonwealth all right, title and interest in and to any claims the Contractor now has, or may acquire, under state or federal antitrust laws relating to the products and services which are the subject of this Contract.

#### **V.27 CONTRACT-019.1 Hold Harmless Provision (Nov 30 2006)**

- a. The Contractor shall hold the Commonwealth harmless from and indemnify the Commonwealth against any and all third-party claims, demands and actions based upon or arising out of any activities performed by the

Contractor and its employees and agents under this Contract, provided the Commonwealth gives Contractor prompt notice of any such claim of which it learns. Pursuant to the Commonwealth Attorneys Act (71 P.S. Section 732-101, et seq.), the Office of Attorney General (OAG) has the sole authority to represent the Commonwealth in actions brought against the Commonwealth. The OAG may, however, in its sole discretion and under such terms as it deems appropriate, delegate its right of defense. If OAG delegates the

defense to the Contractor, the Commonwealth will cooperate with all reasonable requests of Contractor made in the defense of such suits.

- b. Notwithstanding the above, neither party shall enter into any settlement without the other party's written consent, which shall not be unreasonably withheld. The Commonwealth may, in its sole discretion, allow the Contractor to control the defense and any related settlement negotiations.

#### **V.28 CONTRACT-020.1 Audit Provisions (Oct 2006)**

The Commonwealth shall have the right, at reasonable times and at a site designated by the Commonwealth, to audit the books, documents, and records of the Contractor to the extent that the books, documents and records relate to costs or pricing data for the Contract. The Contractor agrees to maintain records which will support the prices charged and costs incurred for the Contract. The Contractor shall preserve books, documents, and records that relate to costs or pricing data for the Contract for a period of three (3) years from date of final payment. The Contractor shall give full and free access to all records to the Commonwealth and/or their authorized representatives.

#### **V.29 CONTRACT-021.1 Default (Oct 2013)**

- a. The Commonwealth may, subject to the Force Majeure provisions of this Contract, and in addition to its other rights under the Contract, declare the Contractor in default by written notice thereof to the Contractor, and terminate (as provided in the Termination Provisions of this Contract) the whole or any part of this Contract or any Purchase Order for any of the following reasons:
  - 1) Failure to begin work within the time specified in the Contract or Purchase Order or as otherwise specified;
  - 2) Failure to perform the work with sufficient labor, equipment, or material to ensure the completion of the specified work in accordance with the Contract or Purchase Order terms;
  - 3) Unsatisfactory performance of the work;
  - 4) Failure to deliver the awarded item(s) within the time specified in the Contract or Purchase Order or as otherwise specified;
  - 5) Improper delivery;
  - 6) Failure to provide an item(s) which is in conformance with the specifications referenced in the Contract or Purchase Order;
  - 7) Delivery of a defective item;
  - 8) Failure or refusal to remove material, or remove and replace any work rejected as defective or unsatisfactory;
  - 9) Discontinuance of work without approval;
  - 10) Failure to resume work, which has been discontinued, within a reasonable time after notice to do so;
  - 11) Insolvency or bankruptcy;
  - 12) Assignment made for the benefit of creditors;

- 13) Failure or refusal within 10 days after written notice by the Contracting Officer, to make payment or show cause why payment should not be made, of any amounts due for materials furnished, labor supplied or performed, for equipment rentals, or for utility services rendered;
  - 14) Failure to protect, to repair, or to make good any damage or injury to property;
  - 15) Breach of any provision of the Contract;
  - 16) Failure to comply with representations made in the Contractor's bid/proposal; or
  - 17) Failure to comply with applicable industry standards, customs, and practice.
- b. In the event that the Commonwealth terminates this Contract or any Purchase Order in whole or in part as provided in Subparagraph a. above, the Commonwealth may procure, upon such terms and in such manner as it determines, items similar or identical to those so terminated, and the Contractor shall be liable to the Commonwealth for any reasonable excess costs for such similar or identical items included within the terminated part of the Contract or Purchase Order.
  - c. If the Contract or a Purchase Order is terminated as provided in Subparagraph a. above, the Commonwealth, in addition to any other rights provided in this paragraph, may require the Contractor to transfer title and deliver immediately to the Commonwealth in the manner and to the extent directed by the Contracting Officer, such partially completed items, including, where applicable, reports, working papers and other documentation, as the Contractor has specifically produced or specifically acquired for the performance of such part of the Contract or Purchase Order as has been terminated. Except as provided below, payment for completed work accepted by the Commonwealth shall be at the Contract price. Except as provided below, payment for partially completed items including, where applicable, reports and working papers, delivered to and accepted by the Commonwealth shall be in an amount agreed upon by the Contractor and Contracting Officer. The Commonwealth may withhold from amounts otherwise due the Contractor for such completed or partially completed works, such sum as the Contracting Officer determines to be necessary to protect the Commonwealth against loss.
  - d. The rights and remedies of the Commonwealth provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.
  - e. The Commonwealth's failure to exercise any rights or remedies provided in this paragraph shall not be construed to be a waiver by the Commonwealth of its rights and remedies in regard to the event of default or any succeeding event of default.
  - f. Following exhaustion of the Contractor's administrative remedies as set forth in the Contract Controversies Provision of the Contract, the Contractor's exclusive remedy shall be to seek damages in the Board of Claims.

**V.30 CONTRACT-022.1 Force Majeure (Oct 2006)**

Neither party will incur any liability to the other if its performance of any obligation under this Contract is prevented or delayed by causes beyond its control and without the fault or negligence of either party. Causes beyond a party's control may include, but aren't limited to, acts of God or war, changes in controlling law, regulations, orders or the requirements of any governmental entity, severe weather conditions, civil disorders, natural disasters, fire, epidemics and quarantines, general strikes throughout the trade, and freight embargoes.

The Contractor shall notify the Commonwealth orally within five (5) days and in writing within ten (10) days of the date on which the Contractor becomes aware, or should have reasonably become aware, that such cause would prevent or delay its performance. Such notification shall (i) describe fully such cause(s) and its effect on performance, (ii) state whether performance under the contract is prevented or delayed and (iii) if performance is delayed, state a reasonable estimate of the duration of the delay. The Contractor shall have the burden of proving that such cause(s) delayed or prevented its performance despite its diligent efforts to perform and shall produce such supporting documentation as the Commonwealth may reasonably request. After receipt of such notification, the Commonwealth may elect to cancel the Contract, cancel the Purchase Order, or to extend the time for performance as reasonably necessary to compensate for the Contractor's delay.

In the event of a declared emergency by competent governmental authorities, the Commonwealth by notice to the Contractor, may suspend all or a portion of the Contract or Purchase Order.

### **V.31 CONTRACT-023.1a Termination Provisions (Oct 2013)**

The Commonwealth has the right to terminate this Contract or any Purchase Order for any of the following reasons. Termination shall be effective upon written notice to the Contractor.

- a. TERMINATION FOR CONVENIENCE:** The Commonwealth shall have the right to terminate the Contract or a Purchase Order for its convenience if the Commonwealth determines termination to be in its best interest. The Contractor shall be paid for work satisfactorily completed prior to the effective date of the termination, but in no event shall the Contractor be entitled to recover loss of profits.
- b. NON-APPROPRIATION:** The Commonwealth's obligation to make payments during any Commonwealth fiscal year succeeding the current fiscal year shall be subject to availability and appropriation of funds. When funds (state and/or federal) are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year period, the Commonwealth shall have the right to terminate the Contract or a Purchase Order. The Contractor shall be reimbursed for the reasonable value of any nonrecurring costs incurred but not amortized in the price of the supplies or services delivered under the Contract. Such reimbursement shall not include loss of profit, loss of use of money, or administrative or overhead costs. The reimbursement amount may be paid from any appropriations available for that purpose.
- c. TERMINATION FOR CAUSE:** The Commonwealth shall have the right to terminate the Contract or a Purchase Order for Contractor default under the Default Clause upon written notice to the Contractor. The Commonwealth shall also have the right, upon written notice to the Contractor, to terminate the Contract or a Purchase Order for other cause as specified in the Contract or by law. If it is later determined that the Commonwealth erred in terminating the Contract or a Purchase Order for cause, then, at the Commonwealth's discretion, the Contract or Purchase Order shall be deemed to have been terminated for convenience under the Subparagraph a.

### **V.32 CONTRACT-024.1 Contract Controversies (Oct 2011)**

- a.** In the event of a controversy or claim arising from the Contract, the Contractor must, within six months after the cause of action accrues, file a written claim with the contracting officer for a determination. The claim shall state all grounds upon which the Contractor asserts a controversy exists. If the Contractor fails to file a claim or files an untimely claim, the Contractor is deemed to have waived its right to assert a claim in any forum. At the time the claim is filed, or within sixty (60) days thereafter, either party may request mediation through the Commonwealth Office of General Counsel Dispute Resolution Program.
- b.** If the Contractor or the contracting officer requests mediation and the other party agrees, the contracting officer shall promptly make arrangements for mediation. Mediation shall be scheduled so as to not delay the issuance of the final determination beyond the required 120 days after receipt of the claim if mediation is unsuccessful. If mediation is not agreed to or if resolution is not reached through mediation, the contracting officer shall review timely-filed claims and issue a final determination, in writing, regarding the claim. The final determination shall be issued within 120 days of the receipt of the claim, unless extended by consent of the contracting officer and the Contractor. The contracting officer shall send his/her written determination to the Contractor. If the contracting officer fails to issue a final determination within the 120 days (unless extended by consent of the parties), the claim shall be deemed denied. The contracting officer's determination shall be the final order of the purchasing agency.
- c.** Within fifteen (15) days of the mailing date of the determination denying a claim or within 135 days of filing a claim if, no extension is agreed to by the parties, whichever occurs first, the Contractor may file a statement of claim with the Commonwealth Board of Claims. Pending a final judicial resolution of a

controversy or claim, the Contractor shall proceed diligently with the performance of the Contract in a manner consistent with the determination of the contracting officer and the Commonwealth shall compensate the Contractor pursuant to the terms of the Contract.

#### **V.33 CONTRACT-025.1 Assignability and Subcontracting (Oct 2013)**

- a. Subject to the terms and conditions of this paragraph, this Contract shall be binding upon the parties and their respective successors and assigns.
- b. The Contractor shall not subcontract with any person or entity to perform all or any part of the work to be performed under this Contract without the prior written consent of the Contracting Officer, which consent may be withheld at the sole and absolute discretion of the Contracting Officer.
- c. The Contractor may not assign, in whole or in part, this Contract or its rights, duties, obligations, or responsibilities hereunder without the prior written consent of the Contracting Officer, which consent may be withheld at the sole and absolute discretion of the Contracting Officer.
- d. Notwithstanding the foregoing, the Contractor may, without the consent of the Contracting Officer, assign its rights to payment to be received under the Contract, provided that the Contractor provides written notice of such assignment to the Contracting Officer together with a written acknowledgement from the assignee that any such payments are subject to all of the terms and conditions of this Contract.
- e. For the purposes of this Contract, the term "assign" shall include, but shall not be limited to, the sale, gift, assignment, pledge, or other transfer of any ownership interest in the Contractor provided, however, that the term shall not apply to the sale or other transfer of stock of a publicly traded company.
- f. Any assignment consented to by the Contracting Officer shall be evidenced by a written assignment agreement executed by the Contractor and its assignee in which the assignee agrees to be legally bound by all of the terms and conditions of the Contract and to assume the duties, obligations, and responsibilities being assigned.
- g. A change of name by the Contractor, following which the Contractor's federal identification number remains unchanged, shall not be considered to be an assignment hereunder. The Contractor shall give the Contracting Officer written notice of any such change of name.

#### **V.34 CONTRACT-026.1 Other Contractors (Oct 2006)**

The Commonwealth may undertake or award other contracts for additional or related work, and the Contractor shall fully cooperate with other contractors and Commonwealth employees and coordinate its work with such additional work as may be required. The Contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or by Commonwealth employees. This paragraph shall be included in the Contracts of all contractors with which this Contractor will be required to cooperate. The Commonwealth shall equitably enforce this paragraph as to all contractors to prevent the imposition of unreasonable burdens on any contractor.

#### **V.35 CONTRACT-027.1 Nondiscrimination/Sexual Harassment Clause (August 2018)**

The Contractor agrees:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the contract or any subcontract, the Contractor, each subcontractor, or any person acting on behalf of the Contractor or subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the

*Pennsylvania Human Relations Act (PHRA)* and applicable federal laws, against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.

2. Neither the Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any employee involved in the manufacture of supplies, the performance of work, or any other activity required under the contract.
3. Neither the Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, in the provision of services under the contract.
4. Neither the Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the *Public Employee Relations Act*, *Pennsylvania Labor Relations Act* or *National Labor Relations Act*, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.
5. The Contractor and each subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily accessible and well-lighted places customarily frequented by employees and at or near where the contracted services are performed shall satisfy this requirement for employees with an established work site.
6. The Contractor and each subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of PHRA and applicable federal laws, against any subcontractor or supplier who is qualified to perform the work to which the contract relates.
7. The Contractor and each subcontractor represent that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws, regulations and policies relating to nondiscrimination and sexual harassment. The Contractor and each subcontractor further represent that it has filed a Standard Form 100 Employer Information Report ("EEO-1") with the U.S. Equal Employment Opportunity Commission ("EEOC") and shall file an annual EEO-1 report with the EEOC as required for employers' subject to *Title VII of the Civil Rights Act of 1964*, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Contractor and each subcontractor shall, upon request and within the time periods requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the contracting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for purpose of ascertaining compliance with provisions of this Nondiscrimination/Sexual Harassment Clause.
8. The Contractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subcontract so that those provisions applicable to subcontractors will be binding upon each subcontractor.
9. The Contractor's and each subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the contract through the termination date thereof. Accordingly, the Contractor and each subcontractor shall have an obligation to inform the Commonwealth if, at any time during the term of the contract, it becomes aware of any actions or occurrences that would result in violation of these provisions.

10. The Commonwealth may cancel or terminate the contract and all money due or to become due under the contract may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the agency may proceed with debarment or suspension and may place the Contractor in the Contractor Responsibility File.

### V.36 CONTRACT-028.1 Contractor Integrity Provisions (January 2015)

It is essential that those who seek to contract with the Commonwealth of Pennsylvania ("Commonwealth") observe high standards of honesty and integrity. They must conduct themselves in a manner that fosters public confidence in the integrity of the Commonwealth contracting and procurement process.

**1. DEFINITIONS.** For purposes of these Contractor Integrity Provisions, the following terms shall have the meanings found in this Section:

- a. **"Affiliate"** means two or more entities where (a) a parent entity owns more than fifty percent of the voting stock of each of the entities; or (b) a common shareholder or group of shareholders owns more than fifty percent of the voting stock of each of the entities; or (c) the entities have a common proprietor or general partner.
- b. **"Consent"** means written permission signed by a duly authorized officer or employee of the Commonwealth, provided that where the material facts have been disclosed, in writing, by prequalification, bid, proposal, or contractual terms, the Commonwealth shall be deemed to have consented by virtue of the execution of this contract.
- c. **"Contractor"** means the individual or entity, that has entered into this contract with the Commonwealth.
- d. **"Contractor Related Parties"** means any affiliates of the Contractor and the Contractor's executive officers, Pennsylvania officers and directors, or owners of 5 percent or more interest in the Contractor.
- e. **"Financial Interest"** means either:
  - (1) Ownership of more than a five percent interest in any business; or
  - (2) Holding a position as an officer, director, trustee, partner, employee, or holding any position of management.
- f. **"Gratuity"** means tendering, giving, or providing anything of more than nominal monetary value including, but not limited to, cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. The exceptions set forth in the *Governor's Code of Conduct, Executive Order 1980-18, the 4 Pa. Code §7.153(b)*, shall apply.
- g. **"Non-bid Basis"** means a contract awarded or executed by the Commonwealth with Contractor without seeking bids or proposals from any other potential bidder or offeror.

**2.** In furtherance of this policy, Contractor agrees to the following:

- a. Contractor shall maintain the highest standards of honesty and integrity during the performance of this contract and shall take no action in violation of state or federal laws or regulations or any other applicable laws or regulations, or other requirements applicable to Contractor or that govern contracting or procurement with the Commonwealth.
- b. Contractor shall establish and implement a written business integrity policy, which includes, at a minimum, the requirements of these provisions as they relate to the Contractor activity with the Commonwealth and Commonwealth employees, and which is made known to all Contractor employees. Posting these Contractor Integrity Provisions conspicuously in easily accessible and well-lighted places customarily frequented by employees and at or near where the contract services are performed shall satisfy this requirement.



- c. Contractor, its affiliates, agents, employees and anyone in privity with Contractor shall not accept, agree to give, offer, confer or agree to confer or promise to confer, directly or indirectly, any gratuity or pecuniary benefit to any person, or to influence or attempt to influence any person in violation of any federal or state law, regulation, executive order of the Governor of Pennsylvania, statement of policy, management directive or any other published standard of the Commonwealth in connection with performance of work under this contract, except as provided in this contract.
- d. Contractor shall not have a financial interest in any other contractor, subcontractor, or supplier providing services, labor or material under this contract, unless the financial interest is disclosed to the Commonwealth in writing and the Commonwealth consents to Contractor's financial interest prior to Commonwealth execution of the contract. Contractor shall disclose the financial interest to the Commonwealth at the time of bid or proposal submission, or if no bids or proposals are solicited, no later than the Contractor's submission of the contract signed by Contractor.
- e. Contractor certifies to the best of its knowledge and belief that within the last five (5) years Contractor or Contractor Related Parties have not:
  - (1) been indicted or convicted of a crime involving moral turpitude or business honesty or integrity in any jurisdiction;
  - (2) been suspended, debarred or otherwise disqualified from entering into any contract with any governmental agency;
  - (3) had any business license or professional license suspended or revoked;
  - (4) had any sanction or finding of fact imposed as a result of a judicial or administrative proceeding related to fraud, extortion, bribery, bid rigging, embezzlement, misrepresentation or anti-trust; and
  - (5) been, and is not currently, the subject of a criminal investigation by any federal, state or local prosecuting or investigative agency and/or civil anti-trust investigation by any federal, state or local prosecuting or investigative agency.

If Contractor cannot so certify to the above, then it must submit along with its bid, proposal or contract a written explanation of why such certification cannot be made and the Commonwealth will determine whether a contract may be entered into with the Contractor. The Contractor's obligation pursuant to this certification is ongoing from and after the effective date of the contract through the termination date thereof. Accordingly, the Contractor shall have an obligation to immediately notify the Commonwealth in writing if at any time during the term of the contract it becomes aware of any event which would cause the Contractor's certification or explanation to change. Contractor acknowledges that the Commonwealth may, in its sole discretion, terminate the contract for cause if it learns that any of the certifications made herein are currently false due to intervening factual circumstances or were false or should have been known to be false when entering into the contract.

- a. Contractor shall comply with the requirements of the *Lobbying Disclosure Act (65 Pa.C.S. §13A01 et seq.)* regardless of the method of award. If this contract was awarded on a Non-bid Basis, Contractor must also comply with the requirements of the *Section 1641 of the Pennsylvania Election Code (25 P.S. §3260a)*.
- b. When contractor has reason to believe that any breach of ethical standards as set forth in law, the Governor's Code of Conduct, or these Contractor Integrity Provisions has occurred or may occur, including but not limited to contact by a Commonwealth officer or employee which, if acted upon, would violate such ethical standards, Contractor shall immediately notify the Commonwealth contracting officer or the Office of the State Inspector General in writing.
- c. Contractor, by submission of its bid or proposal and/or execution of this contract and by the submission of any bills, invoices or requests for payment pursuant to the contract, certifies and represents that is has not violated any of these Contractor Integrity Provisions in connection with the submission of the bid or proposal, during any contract negotiations or during the term of the contract, to include any extensions thereof. Contractor shall immediately notify the Commonwealth in writing of any actions for occurrences that would result in a violation of these Contractor Integrity Provisions. Contractor agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of the State Inspector General for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the Commonwealth that results in the suspension or debarment of the

Contractor. Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.

- d. Contractor shall cooperate with the Office of the State Inspector General in its investigation of any alleged Commonwealth agency or employee breach of ethical standards and any alleged Contractor non-compliance with these Contractor Integrity Provisions. Contractor agrees to make identified Contractor employees available for interviews at reasonable times and places. Contractor, upon the inquiry or request of an Inspector General, shall provide, or if appropriate, make promptly available for inspection or copying, any information of any type or form deemed relevant by the Office of the State Inspector General to Contractor's integrity and compliance with these provisions. Such information may include, but shall not be limited to, Contractor's business or financial records, documents or files of any type or form that refer to or concern this contract. Contractor shall incorporate this paragraph in any agreement, contract or subcontract it enters into in the course of the performance of this contract/agreement solely for the purpose of obtaining subcontractor compliance with this provision. The incorporation of this provision in a subcontract shall not create privity of contract between the Commonwealth and any such subcontractor, and no third-party beneficiaries shall be created thereby.
- e. For violation of any of these Contractor Integrity Provisions, the Commonwealth may terminate this and any other contract with Contractor, claim liquidated damages in an amount equal to the value of anything received in breach of these Provisions, claim damages for all additional costs and expenses incurred in obtaining another contractor to complete performance under this contract, and debar and suspend Contractor from doing business with the Commonwealth. These rights and remedies are cumulative, and the use or non-use of anyone shall not preclude the use of all or any other. These rights and remedies are in addition to those the Commonwealth may have under law, statute, regulation or otherwise.

### **V.37 CONTRACT-029.1 Contractor Responsibility Provisions (Nov 2010)**

For the purpose of these provisions, the term contractor is defined as any person, including, but not limited to, a bidder, offeror, loan recipient, grantee or lessor, who has furnished or performed or seeks to furnish or perform, goods, supplies, services, leased space, construction or other activity, under a contract, grant, lease, purchase order or reimbursement agreement with the Commonwealth of Pennsylvania (Commonwealth). The term contractor includes a permittee, licensee, or any agency, political subdivision, instrumentality, public authority, or other public entity in the Commonwealth.

1. The Contractor certifies, in writing, for itself and its subcontractors required to be disclosed or approved by the Commonwealth, that as of the date of its execution of this Bid/Contract, that neither the Contractor, nor any such subcontractors, are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority and, if the Contractor cannot so certify, then it agrees to submit, along with its Bid/Contract, a written explanation of why such certification cannot be made.
2. The Contractor also certifies, in writing, that as of the date of its execution of this Bid/Contract it has no tax liabilities or other Commonwealth obligations or has filed a timely administrative or judicial appeal if such liabilities or obligations exist or is subject to a duly approved deferred payment plan if such liabilities exist.
3. The Contractor's obligations pursuant to these provisions are ongoing from and after the effective date of the Contract through the termination date thereof. Accordingly, the Contractor shall have an obligation to inform the Commonwealth if, at any time during the term of the Contract, it becomes delinquent in the payment of taxes, or other Commonwealth obligations, or if it or, to the best knowledge of the Contractor, any of its subcontractors are suspended or debarred by the Commonwealth, the federal government, or any other state or governmental entity. Such notification shall be made within 15 days of the date of suspension or debarment.

4. The failure of the Contractor to notify the Commonwealth of its suspension or debarment by the Commonwealth, any other state, or the federal government shall constitute an event of default of the Contract with the Commonwealth.
5. The Contractor agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the Office of State Inspector General for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the Commonwealth that results in the suspension or debarment of the contractor. Such costs shall include, but shall not be limited to, salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Contractor shall not be responsible for investigative costs for investigations that do not result in the Contractor's suspension or debarment.
6. The Contractor may obtain a current list of suspended and debarred Commonwealth contractors by either searching the Internet at <http://www.dgs.state.pa.us/> or contacting the:

Department of General Services  
Office of Chief Counsel  
603 North Office Building  
Harrisburg, PA 17125  
Telephone No: (717) 783-6472  
FAX No: (717) 787-9138

**V.38 CONTRACT-030.1 Americans with Disabilities Act (April 1, 2010)**

- a. Pursuant to federal regulations promulgated under the authority of The Americans With Disabilities Act, 28C.F.R. Section 35.101 et seq., the Contractor understands and agrees that it shall not cause any individual with a disability to be excluded from participation in this Contract or from activities provided for under this Contract on the basis of the disability. As a condition of accepting this contract, the Contractor agrees to comply with the "General Prohibitions Against Discrimination," 28 C.F.R. Section 35.130, and all other regulations promulgated under Title II of The Americans With Disabilities Act which are applicable to all benefits, services, programs, and activities provided by the Commonwealth of Pennsylvania through contracts with outside contractors.
- b. The Contractor shall be responsible for and agrees to indemnify and hold harmless the Commonwealth of Pennsylvania from all losses, damages, expenses, claims, demands, suits, and actions brought by any party against the Commonwealth of Pennsylvania as a result of the Contractor's failure to comply with the provisions of Subparagraph a above.

**V.39 CONTRACT-031.1 Hazardous Substances (April 2017)**

The Contractor shall provide information to the Commonwealth about the identity and hazards of hazardous substances supplied or used by the Contractor in the performance of the Contract. The Contractor must comply with Act 159 of October 5, 1984, known as the "Worker and Community Right to Know Act" (the "Act") and the regulations promulgated pursuant thereto at 34 Pa. Code Section 301.1 - 323.6.

- a. Labeling. The Contractor shall ensure that each individual product (as well as the carton, container or package in which the product is shipped) of any of the following substances (as defined by the Act and the regulations) supplied by the Contractor is clearly labeled, tagged or marked with the information listed in Subparagraphs (1) through (4):

1) Hazardous substances:

- a) The chemical name or common name,
- b) A hazard warning, and
- c) The name, address, and telephone number of the manufacturer.

2) Hazardous mixtures:

- a) The common name, but if none exists, then the trade name,

- b) The chemical or common name of special hazardous substances comprising .01% or more of the mixture,
- c) The chemical or common name of hazardous substances consisting 1.0% or more of the mixture,
- d) A hazard warning, and
- e) The name, address, and telephone number of the manufacturer.

3) Single chemicals:

- a) The chemical name or the common name,
- b) A hazard warning, if appropriate, and
- c) The name, address, and telephone number of the manufacturer.

4) Chemical Mixtures:

- a) The common name, but if none exists, then the trade name,
- b) A hazard warning, if appropriate,
- c) The name, address, and telephone number of the manufacturer, and
- d) The chemical name or common name of either the top five substances by volume or those substances consisting of 5.0% or more of the mixture.

A common name or trade name may be used only if the use of the name more easily or readily identifies the true nature of the hazardous substance, hazardous mixture, single chemical, or mixture involved.

Container labels shall provide a warning as to the specific nature of the hazard arising from the substance in the container.

The hazard warning shall be given in conformity with one of the nationally recognized and accepted systems of providing warnings, and hazard warnings shall be consistent with one or more of the recognized systems throughout the workplace. Examples are:

- NFPA 704, Identification of the Fire Hazards of Materials.
- National Paint and Coatings Association: Hazardous Materials Identification System.
- American Society for Testing and Materials, Safety Alert Pictorial Chart.
- American National Standard Institute, Inc., for the Precautionary Labeling of Hazardous Industrial Chemicals.

Labels must be legible and prominently affixed to and displayed on the product and the carton, container, or package so that employees can easily identify the substance or mixture present therein.

- b. Material Safety Data Sheet. The contractor shall provide Material Safety Data Sheets (MSDS) with the information required by the Act and the regulations for each hazardous substance or hazardous mixture. The Commonwealth must be provided an appropriate MSDS with the initial shipment and with the first shipment after an MSDS is updated or product changed. For any other chemical, the contractor shall provide an appropriate MSDS, if the manufacturer, importer, or supplier produces or possesses the MSDS. The contractor shall also notify the Commonwealth when a substance or mixture is subject to the provisions of the Act. Material Safety Data Sheets may be attached to the carton, container, or package mailed to the Commonwealth at the time of shipment.

**V.40 CONTRACT-032.1 Covenant Against Contingent Fees (Oct 2006)**

The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure the Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the Commonwealth shall have the right to terminate the Contract without liability or in its discretion to deduct from the Contract price or

consideration, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

**V.41 CONTRACT-033.1 Applicable Law (Oct 2006)**

This Contract shall be governed by and interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania (without regard to any conflict of laws provisions) and the decisions of the Pennsylvania courts. The Contractor consents to the jurisdiction of any court of the Commonwealth of Pennsylvania and any federal courts in Pennsylvania, waiving any claim or defense that such forum is not convenient or proper. The Contractor agrees that any such court shall have in person a jurisdiction over it, and consents to service of process in any manner authorized by Pennsylvania law.

**V.42 CONTRACT- 034.1b Integration (Nov 30 2006)**

This Contract, including the Invitation for Bids, the Contractor's bid, all referenced documents, and any Purchase Order constitutes the entire agreement between the parties. No agent, representative, employee or officer of either the Commonwealth or the Contractor has authority to make, or has made, any statement, agreement or representation, oral or written, in connection with the Contract, which in any way can be deemed to modify, add to or detract from, or otherwise change or alter its terms and conditions. No negotiations between the parties, nor any custom or usage, shall be permitted to modify or contradict any of the terms and conditions of the Contract. No modifications, alterations, changes, or waiver to the Contract or any of its terms shall be valid or binding unless accomplished by a written amendment signed by both parties.

**V.43 CONTRACT-034.2b Order of Precedence - IFB (Dec 6 2006)**

In the event there is a conflict among the documents comprising this Contract, the Commonwealth and the Contractor agree on the following order of precedence: the Contract; the IFB; and the Contractor's Bid in Response to the IFB.

**V.44 CONTRACT-034.3 Controlling Terms and Conditions (Aug 2011)**

The terms and conditions of this Contract shall be the exclusive terms of agreement between the Contractor and the Commonwealth. All quotations requested and received from the Contractor are for obtaining firm pricing only. Other terms and conditions or additional terms and conditions included or referenced in the Contractor's quotations, invoices, business forms, or other documentation shall not become part of the parties' agreement and shall be disregarded by the parties, unenforceable by the Contractor and not binding on the Commonwealth.

**V.45 CONTRACT-035.1a Changes (Oct 2006)**

The Commonwealth reserves the right to make changes at any time during the term of the Contract or any renewals or extensions thereof:

- 1) to increase or decrease the quantities resulting from variations between any estimated quantities in the Contract and actual quantities;
- 2) to make changes to the services within the scope of the Contract;
- 3) to notify the Contractor that the Commonwealth is exercising any Contract renewal or extension option;  
or
- 4) to modify the time of performance that does not alter the scope of the Contract to extend the completion date beyond the Expiration Date of the Contract or any renewals or extensions thereof.

Any such change shall be made by the Contracting Officer by notifying the Contractor in writing. The change shall be effective as of the date of the change unless the notification of change specifies a later effective date. Such increases, decreases, changes, or modifications will not invalidate the Contract, nor, if performance security is being furnished in conjunction with the Contract, release the security obligation. The

Contractor agrees to provide the service in accordance with the change order. Any dispute by the Contractor in regard to the performance required by any notification of change shall be handled through Contract Controversies Provision.

#### **V.46 CONTRACT-037.1a Confidentiality (Oct 2013)**

- (a) The Contractor agrees to protect the confidentiality of the Commonwealth's confidential information. The Commonwealth agrees to protect the confidentiality of Contractor's confidential information. In order for information to be deemed confidential, the party claiming confidentiality must designate the information as "confidential" in such a way as to give notice to the other party (notice may be communicated by describing the information, and the specifications around its use or disclosure, in the SOW). Neither party may assert that information owned by the other party is such party's confidential information. The parties agree that such confidential information shall not be copied, in whole or in part, or used or disclosed except when essential for authorized activities under this Contract and, in the case of disclosure, where the recipient of the confidential information has agreed to be bound by confidentiality requirements no less restrictive than those set forth herein. Each copy of such confidential information shall be marked by the party making the copy with any notices appearing in the original. Upon termination or cancellation of this Contract or any license granted hereunder, the receiving party will return to the disclosing party all copies of the confidential information in the receiving party's possession, other than one copy, which may be maintained for archival purposes only, and which will remain subject to this Contract's security, privacy, data retention/destruction and confidentiality provisions (all of which shall survive the expiration of this Contract). Both parties agree that a material breach of these requirements may, after failure to cure within the time frame specified in this Contract, and at the discretion of the non-breaching party, result in termination for default pursuant to the DEFAULT provision of this Contract, in addition to other remedies available to the non-breaching party.
- (b) Insofar as information is not otherwise protected by law or regulation, the obligations stated in this Section do not apply to information:
  - (1) already known to the recipient at the time of disclosure other than through the contractual relationship;
  - (2) independently generated by the recipient and not derived by the information supplied by the disclosing party.
  - (3) known or available to the public, except where such knowledge or availability is the result of unauthorized disclosure by the recipient of the proprietary information;
  - (4) disclosed to the recipient without a similar restriction by a third party who has the right to make such disclosure; or
  - (5) required to be disclosed by law, regulation, court order, or other legal process.

There shall be no restriction with respect to the use or disclosure of any ideas, concepts, know-how, or data processing techniques developed alone or jointly with the Commonwealth in connection with services provided to the Commonwealth under this Contract.

- (c) The Contractor shall use the following process when submitting information to the Commonwealth it believes to be confidential and/or proprietary information or trade secrets:
  - (1) Prepare an un-redacted version of the appropriate document, and
  - (2) Prepare a redacted version of the document that redacts the information that is asserted to be confidential or proprietary information or a trade secret, and
  - (3) Prepare a signed written statement that states:
    - (i) the attached document contains confidential or proprietary information or trade secrets;

- (ii) the Contractor is submitting the document in both redacted and un-redacted format in accordance with 65 P.S. § 67.707(b); and
- (iii) the Contractor is requesting that the document be considered exempt under 65 P.S. § 67.708(b)(11) from public records requests.

(4) Submit the two documents along with the signed written statement to the Commonwealth.

#### **V.47 CONTRACT-037.2a Sensitive Information (Sept 2009)**

The Contractor shall not publish or otherwise disclose, except to the Commonwealth and except matters of public record, any information or data obtained hereunder from private individuals, organizations, or public agencies, in a publication whereby the information or data furnished by or about any particular person or establishment can be identified, except with the consent of such person or establishment. The parties shall not use or disclose any information about a recipient receiving services from, or otherwise enrolled in, a Commonwealth program affected by or benefiting from services under this Contract for any purpose not connected with the parties' Contract responsibilities except with the written consent of such recipient, recipient's attorney, or recipient's parent or guardian pursuant to applicable state and federal law and regulations.

Contractor will be responsible to remediate any improper disclosure of information. Such remediation may include, but not be limited to, credit monitoring for individuals for whom information has been released and reimbursement of any costs incurred by individuals for whom information has been released. Costs for which Contractor is responsible under this paragraph are not subject to any limitation of liability set out in this Contract or Purchase Order.

#### **V.48 CONTRACT-037.2b Health Insurance Portability and Accountability Act (HIPAA) Compliance (Oct 2013)**

The Health Insurance Portability and Accountability Act (HIPAA) Compliance requirements are set forth in the attachments to this solicitation.

#### **V.49 CONTRACT-045.1 Insurance - General (Dec 12 2006)**

The Contractor is required to have in place during the term of the Contract and any renewals or extensions thereof, the following types of insurance, issued by companies acceptable to the Commonwealth and authorized to conduct such business under the laws of the Commonwealth of Pennsylvania:

- A. **Worker's Compensation Insurance** for all of the Contractor's employees and those of any subcontractor, engaged in work at the site of the project as required by law.
- B. **Public Liability and Property Damage Insurance** to protect the Commonwealth, the Contractor, and any and all subcontractors from claims for damages for personal injury (including bodily injury), sickness or disease, accidental death and damage to property including the loss of use resulting from any property damage, which may arise from the activities performed under the Contract or the failure to perform under the Contract, whether such performance or non-performance be by the Contractor, by any subcontractor, or by anyone directly or indirectly employed by either. The minimum amounts of coverage shall be \$250,000 per person and \$1,000,000 per occurrence for bodily injury, including death, and \$250,000 per person and \$1,000,000 per occurrence for property damage. Such policies shall be occurrence rather than claims-made policies and shall not contain any endorsements or any other form designated to limit and restrict any action by the Commonwealth, as an additional insured, against the insurance coverage in regard to work performed for the Commonwealth.

Prior to commencement of the work under the Contract and at each insurance renewal date during the term of the Contract, the Contractor shall provide the Commonwealth with current certificates of insurance. These certificates or policies shall name the Commonwealth as an additional insured and shall contain a provision that the coverage's afforded under the policies will not be cancelled or changed until at least thirty (30) days written notice has been given to the Commonwealth.

The Commonwealth shall be under no obligation to obtain such certificates from the Contractor(s). Failure by the Commonwealth to obtain the certificates shall not be deemed a waiver of the Contractor's obligation to obtain and furnish certificates. The Commonwealth shall have the right to inspect the original insurance policies.

**V.50 CONTRACT-046.1 Manufacturer's Price Reduction (Oct 2006)**

If, prior to the delivery of the awarded item(s) by the Contractor, a price reduction is announced by the original equipment manufacturer, a comparative price reduction will be given to the Commonwealth by the Contractor.

**V.51 CONTRACT-051.1 Notice (Dec 2006)**

Any written notice to any party under this Contract shall be deemed sufficient if delivered personally, or by facsimile, telecopy, electronic or digital transmission (provided such delivery is confirmed), or by a recognized overnight courier service (e.g., DHL, Federal Express, etc.) with confirmed receipt, or by certified or registered United States mail, postage prepaid, return receipt requested, and sent to following:

- a. If to the Contractor: the Contractor's address as recorded in the Commonwealth's Supplier Registration system.
- b. If to the Commonwealth: the address of the Issuing Office as set forth on the Contract.

**V.52 CONTRACT-052.1 Right to Know Law (Feb 2010)**

- a. The Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101-3104, ("RTKL") applies to this Contract. For the purpose of these provisions, the term "the Commonwealth" shall refer to the contracting Commonwealth agency.
- b. If the Commonwealth needs the Contractor's assistance in any matter arising out of the RTKL related to this Contract, it shall notify the Contractor using the legal contact information provided in this Contract. The Contractor, at any time, may designate a different contact for such purpose upon reasonable prior written notice to the Commonwealth.
- c. Upon written notification from the Commonwealth that it requires the Contractor's assistance in responding to a request under the RTKL for information related to this Contract that may be in the Contractor's possession, constituting, or alleged to constitute, a public record in accordance with the RTKL ("Requested Information"), the Contractor shall:
  - 1. Provide the Commonwealth, within ten (10) calendar days after receipt of written notification, access to, and copies of, any document or information in the Contractor's possession arising out of this Contract that the Commonwealth reasonably believes is Requested Information and may be a public record under the RTKL; and
  - 2. Provide such other assistance as the Commonwealth may reasonably request, in order to comply with the RTKL with respect to this Contract.
- d. If the Contractor considers the Requested Information to include a request for a Trade Secret or Confidential Proprietary Information, as those terms are defined by the RTKL, or other information that the Contractor considers exempt from production under the RTKL, the Contractor must notify the Commonwealth and provide, within seven (7) calendar days of receiving the written notification, a written statement signed by a representative of the Contractor explaining why the requested material is exempt from public disclosure under the RTKL.
- e. The Commonwealth will rely upon the written statement from the Contractor in denying a RTKL request for the Requested Information unless the Commonwealth determines that the Requested Information is clearly not protected from disclosure under the RTKL. Should the Commonwealth determine that the Requested



Information is clearly not exempt from disclosure, the Contractor shall provide the Requested Information within five (5) business days of receipt of written notification of the Commonwealth's determination.

- f.** If the Contractor fails to provide the Requested Information within the time period required by these provisions, the Contractor shall indemnify and hold the Commonwealth harmless for any damages, penalties, costs, detriment or harm that the Commonwealth may incur as a result of the Contractor's failure, including any statutory damages assessed against the Commonwealth.
- g.** The Commonwealth will reimburse the Contractor for any costs associated with complying with these provisions only to the extent allowed under the fee schedule established by the Office of Open Records or as otherwise provided by the RTKL if the fee schedule is inapplicable.
- h.** The Contractor may file a legal challenge to any Commonwealth decision to release a record to the public with the Office of Open Records, or in the Pennsylvania Courts, however, the Contractor shall indemnify the Commonwealth for any legal expenses incurred by the Commonwealth as a result of such a challenge and shall hold the Commonwealth harmless for any damages, penalties, costs, detriment or harm that the Commonwealth may incur as a result of the Contractor's failure, including any statutory damages assessed against the Commonwealth, regardless of the outcome of such legal challenge. As between the parties, the Contractor agrees to waive all rights or remedies that may be available to it as a result of the Commonwealth's disclosure of Requested Information pursuant to the RTKL.
- i.** The Contractor's duties relating to the RTKL are continuing duties that survive the expiration of this Contract continue as long as the Contractor has Requested Information in its possession.