

STATEMENT OF WORK

OVERVIEW: The Department of General Services (identified here and in all other documents as “DGS”), on behalf of the Pennsylvania Liquor Control Board (identified here and in all other documents as “PLCB”), is soliciting bids via IFB #6100045996 (identified here and in all other documents as the “Contract”), for the supply and delivery of Thermal Register Tape.

METHOD OF AWARD: Award will be based on the lowest price per roll for truckload quantities. Truckload quantities are defined as twenty-four (24) pallets per truckload. Bidders are required to define their standard case, pallet and truckload quantities in **Attachment G**. Solicited pricing for pallet and case quantities will not be factored into the bid award.

ESIMATED QUANTITIES: The quantities listed here are based on historical data on a yearly basis and may be increased or decreased in accordance with the actual requirements of the Commonwealth. Items will be ordered on a quarterly basis.

Description	Projected Annual Volume
Thermal Register Tape	6,200 cases

PRICING: Costs, which are not specifically identified in the Bidder’s response, and accepted by the Commonwealth as part of a contract, will not be compensated under any contract awarded pursuant to this IFB. The Commonwealth will not be responsible for any costs or expenses incurred by Bidders in responding to this IFB.

ELIGIBILITY REQUIREMENTS:

- A. In order to be eligible to bid on this contract, a Bidder must, at the time of bid submission, provide written documentation of the capability of handling all aspects of the contract proposal. This documentation **must be included with the bid proposal**. The documentation should address:
1. A complete bid package to this IFB, including all responses and documentation.
 2. A complete Company Profile contained in **Attachment A**, along with all requested documentation.
 3. If subcontractors will be used, provide complete subcontractor information in the Subcontractor Profile section contained in **Attachment A**. Contractor is prohibited from subcontracting or outsourcing any part of this contract without the express written approval from the Contracting Officer.
 4. Documentation of contractors/sub-contractors capabilities of performing all phases of the production process including data

processing, litho printing, variable imaging, and mail shop services
within the same facility

5. Documentation of previous experience in printing services of a similar nature.
- B. *Contractor must* be the owner or lessee of sufficient equipment and machinery to perform the printing work required by this IFB. Included with this IFB is a sample of an acceptable lease (**Attachment B**) satisfying the requirement for leasing in the event the Bidder does not own sufficient equipment to produce all work under this Contract. If a sub-contractor is being used, all information requested in Section A above should be completed for the sub-contractor as well.
- C. Three (3) samples of similar products which have been completed within the last five (5) years showing the material and workmanship that will be used under this contract. Since this bid will be submitted electronically, samples should be mailed in time for arrival prior to the bid opening time to:

Bid #6100045996

c/o Kevin Reichard, Commodity Specialist
Department of General Services
Bureau of Procurement 555
Walnut Street, 6th Floor
Harrisburg, PA 17101

INSPECTION OF FACILITIES: The Commonwealth reserves the right to conduct an inspection of contractor's or any subcontractors' facilities prior to award of Contract to ensure that the contractor and/or subcontractors can meet all requirements.

OPTION TO ADD OR REMOVE ITEMS: The addition and/or deletion of any items during the life of the Contract will be at the discretion of the Commonwealth if it is deemed to be in its best interest. If there are additional items added to the Contract, fair and accepted pricing will be comparable to market value and similar items covered by the Contract.

SUBSTITUTIONS OR CHANGES: Although the Commonwealth encourages Contractors to suggest changes to specifications where such changes will save the Commonwealth time, money or effectiveness of the printed materials, no substitutions or changes to the specifications provided to the Commonwealth are allowed without the approval of PLCB.

ACCOUNT MANAGEMENT: The Bidder will designate an Account Representative to oversee the Contract and serve as the single point of contact regarding this contract. The awarded contractor must inform the Contracting

Officer and PLCB Program Administrator as soon as possible of any change in Account Representative.

The Account Representative will be responsible for:

- Proper operation and administration of the Contract by the contractor, its agents and any Subcontractors.
- Coordinating delivery and pickup of all samples, copy, hard copy proofs and finished products as needed. This service will be the responsibility of the contractor; separate charges are not authorized.
- Responding in a timely manner, in writing unless instructed otherwise, to all information requests from the Contracting Officer or PLCB.
- Attend meetings as requested by the Contracting Officer or PLCB.

The Commonwealth may require the awarded contractor to relieve the Account Representative if, in the opinion of the Commonwealth, it appears that the Account Representative does not perform at the applicable skill level required.

PREVAILING WAGES: Each Bidder, by submitting its bid, represents and agrees that, if a contract is awarded to the Bidder:

- A. Every employee engaged in the performance of the printing work under the contract shall be paid the prevailing wage rate and shall be provided with working conditions prevalent in the locality in which the contract shall be performed; or
- B. A collective bargaining agreement is in effect between the Bidder and its employees who will process and produce the printing under any contract/purchase order awarded to the company, wherein the employees are represented by a responsible organization which is in no way influenced or controlled by management, the provisions of which agreement shall be considered as conditions prevalent in said locality.

The Bidder further represents and agrees that if the contract is awarded to the Bidder, the Bidder shall maintain the conditions described above in the performance of the contract.

SPECIFICATIONS FOR THERMAL PAPER TO BE USED IN PLCB POS REGISTERS: Thermal paper used in thermal receipt station shall meet the following requirements:

- Width: 3.13 inches, +/- 0.02 inches (79.5 mm, +/- 0.5 mm)
- Length: 230 ft
- Outside Diameter: 4 inches maximum (102 mm)

- Gauge: 57 μm (0.00225 inches) with a range of 41 μm (0.0016 inches) minimum to 99 μm (0.0039 inches) maximum
- Weight: 48 grams
- Core Inside Diameter : 7/16 inch
- Shelf Life: minimum 3 years
- Custom Logo: Shall have custom imprint on back of receipt per attached document. PMS color to be 1817C. Imprint shall show no signs of bleed through or see through.

Finished rolls shall be compatible for use in IBM POS machine model # 4800-784

BID/CONTRACT LIASION: All questions regarding this bid and subsequent contract should be addressed to:

Kevin Reichard, Commodity Specialist
Department of General Services
Bureau of Procurement
555 Walnut Street, 6th Floor
Harrisburg, PA 17101
717-787-7547
kreichard@pa.gov