

TECHNICAL SUBMITTAL

I-1 Statement of the Project. The Pennsylvania State Police (PSP) is issuing this Request for Proposal (RFP) to procure lockers, benches and their installation that is needed at the Training Academy in Hershey, PA.

I-2. Qualifications.

A. Company Overview. The selected offeror must provide a copy of their Certificate of Liability Insurance, with the Commonwealth of Pennsylvania listed as the additionally insured.

Offeror Response

B. Financial Capability. Describe your company's financial stability and economic capability to perform the contract requirements. The Commonwealth reserves the right to request additional information to evaluate an Offeror's financial capability.

Offeror Response

C. Prior Experience. Include experience in the assembly and installation of lockers and benches. Experience shown should be work done by individuals who will be assigned to this project as well as that of your company. Studies or projects referred to must be identified and the name of the customer shown, including the name, address, and telephone number of the responsible official of the customer, company, or agency who may be contacted.

Offeror Response

D. Personnel. Describe in narrative form the number of executive and professional personnel who will be engaged in the work and indicate where these personnel will be physically located during the time they are engaged in the Project. For key personnel, the offeror shall define any personnel coming on site to deliver and/or install the products. include the employee's name, and through a resume or similar document, the Project personnel's education and experience in locker, bench assembly and installation. Indicate the responsibilities each individual will have in this Project and how long each has been with your company.

Offeror Response

E. Subcontractors: Provide a subcontracting plan for all subcontractors, including small diverse business and small business subcontractors, who will

be assigned to the Project. The selected Offeror is prohibited from subcontracting or outsourcing any part of this Project without the express written approval from the Commonwealth. Upon award of the contract resulting from this RFP, subcontractors included in the proposal submission are deemed approved. For each position included in your subcontracting plan provide:

1. Name of subcontractor;
2. Primary contact name and email;
3. Address of subcontractor;
4. Description of services to be performed;
5. Number of employees by job category assigned to this project; and
6. Resumes (if appropriate and available).

Offeror Response

I-3. Requirements.

A. Specific Requirements. The offeror will be required to provide 202 lockers made of solid plastic or similar material in grey, supplied with slope top, no base, Hasp Fillers, end panels, two shelves, wall & ceiling hooks and side ventilation. Additionally, 24 Benches, manufactured of plastic or similar material, in grey with HD aluminum pedestals Length 72” long.

Offerors shall submit the technical specifications/detailed descriptions of the supply(ies) that are proposed in response to this RFP. Documentation related to specific requirements must be provided with the response.

Offeror Response

B. General Requirements

1. Cost/Prices. The proposal submitted by the selected Offeror will be incorporated into any resulting Contract and the Offeror will be required to provide the awarded item(s) at the prices quoted in its proposal.
2. Approved Equal. Whenever an item is defined in this RFP by trade name and catalog 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 only proposals for the referenced product only. The term "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 is to be used equally as well as specified. An Offeror quoting on a product other than the referenced product shall: a) furnish complete identification in its proposal 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 proposed to furnish; and c) indicate any known specification deviations from the referenced product.

3. New Equipment. Unless specified in this RFP, all products offered by the Offeror 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 RFP, used or reconditioned products are not acceptable. This clause shall be construed to prohibit Offerors from offering products with recycled content, provided the product is new or remanufactured.
4. Post-Submission Descriptive Literature. The Commonwealth may, during its evaluation of the proposed product(s), require the Offeror 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 proposal as non-responsive.

I-4. Emergency Preparedness. To support continuity of operations during an emergency, including a pandemic, the Commonwealth needs a strategy for maintaining operations for an extended period of time. One part of this strategy is to ensure that essential contracts that provide critical business services to the Commonwealth have planned for such an emergency and put contingencies in place to provide needed goods and services.

- A. Describe how you anticipate such a crisis will impact your operations.
- B. Describe your emergency response continuity of operations plan.

Offeror Response

- I-5. Work Plan.** Describe in narrative form your technical plan for accomplishing the work using the task descriptions set forth below as your reference point. Modifications of the task descriptions are permitted; however, reasons for changes should be fully explained. If more than one approach is apparent, comment on why you chose this approach.

A. Lockers

Quantity: 202
Color: Grey
Material: Solid Plastic or Similar Material
Size: 12" Wide x 15" Deep x 6'0" High
Specifications: Slope Top
No Base
Hasp Fillers
End Panels
2 Shelves
Wall and Ceiling Hooks
Side Ventilation

B. Benches

Quantity: 24
Color: Grey
Material: Solid Plastic or Similar Material
Size: 72" in length
Specifications: HD Aluminum Pedestals

C. Installation

The selected offeror shall provide on-site assembly and installation for all 202 lockers and 24 benches.

The offeror shall provide the estimated timeframe of assembly and installation of products.

The selected offeror shall contact Ralph Trautman at 717-533-9111 prior to delivery to coordinate the delivery of the items.

Pennsylvania State Police Academy
c/o Ralph Trautman
Bureau of Training and Education
175 East Hershey Park Drive
Hershey, PA 17033

- A. Start-up/Implementation.** Describe your implementation plan to meet the following requirements. Include a Program Evaluation and Review Technique (“PERT”) or similar display, time related, showing each event.

Offeror Response

I-6. Background Checks

a. The Contractor must, at its expense, arrange for a background check for each of its employees, as well as the employees of any of its subcontractors, who will have access to Commonwealth facilities, either through on-site access or through remote access. Background checks are to be conducted via the Request for Criminal Record.

Check form and procedure found at <http://www.psp.state.pa.us/psp/lib/psp/sp4-164.pdf> . The background check must be conducted prior to initial access and on an annual basis thereafter.

b. Before the Commonwealth will permit access to the Contractor, the Contractor must provide written confirmation that the background checks have been conducted. If, at any time, it is discovered that a Contractor employee has a criminal record that includes a felony or misdemeanor involving terroristic behavior, violence, use of a lethal weapon, or breach of trust/fiduciary responsibility or which raises concerns about building, system or personal security or is otherwise job-related, the Contractor shall not assign that employee to any Commonwealth facilities, shall remove any access privileges already given to the employee and shall not permit that employee remote access unless the Commonwealth consents to the access, in writing, prior to the access. The Commonwealth may withhold its consent in its sole discretion. Failure of the Contractor to comply with the terms of this Section on more than one occasion or Contractor's failure to appropriately address any single failure to the satisfaction of the Commonwealth may result in the Contractor being deemed in default of its Contract.

c. The Commonwealth specifically reserves the right of the Commonwealth to conduct background checks over and above that described herein.

d. Access to certain Capitol Complex buildings and other state office buildings is controlled by means of card readers and secured visitors' entrances. Commonwealth contracted personnel who have regular and routine business in Commonwealth worksites may be issued a photo identification or access badge subject to the requirements of the contracting agency and DGS set forth in Enclosure 3 of Commonwealth Management Directive 625.10 Amended (January 30, 2008) Card Reader and Emergency Response Access to Certain Capitol Complex Buildings and Other State Office Buildings The requirements, policy and procedures include a processing fee payable by the Contractor for contracted personnel photo identification or access badges.

I-7. Contract Turnover. Upon expiration or termination of the contract, the current selected Offeror shall provide for a mutually agreed upon turnover of its services to the Commonwealth and its successor selected Offeror, as applicable. Provide a final detailed description of the turnover plan for approval by the Commonwealth within six (6) months prior to the last day of the project. Offeror shall be responsible to pay all costs related to the transfer of materials and responsibilities as a normal part of doing business with the Commonwealth.

The selected offeror will provide a warranty for one (1) year for all parts and installation.

Offeror Response

I-8. Objections and Additions to Standard Contract Terms and Conditions.

The Issuing Office will reject any proposal that is conditioned on the negotiation of the terms and conditions set out in the Terms and Conditions contained in the Buyer Attachment section or to other provisions of the RFP.

Offeror Response