

## STATEMENT OF WORK

### SUPPLY AND DELIVER HORACE SMALL UNIFORM APPAREL

**Commonwealth of Pennsylvania  
Department of Conservation and Natural Resources  
Bureau of State Parks - Shawnee State Park**

#### I. SCOPE OF WORK:

The Department of Conservation and Natural Resources, Bureau of State Parks, requires a vendor to supply and deliver the specified shirts, pants, jackets, and shorts manufactured by Horace Small and as specified to Shawnee State Park, 132 State Park Road, Schellsburg, PA 15559 (Bedford County).

\*Please note that this is a **no substitute** solicitation.

All shirts and jackets will require additional customization to adhere provided patches to the upper-arm area on both sleeves. These patches will be mailed to the vendor from the Bureau of State Parks Uniform Warehouse in Schellsburg, PA. Most pants will require alterations/tailoring by hemming while some will also require sewing a black stripe on the outside of each pant leg. The shorts will require no additional customization.

Questions regarding any aspect of the required apparel or customization for this Solicitation shall be directed to Fred Boboige, Administrative Assistant by calling 814-733-9221 or by email at [fboboige@pa.gov](mailto:fboboige@pa.gov). Questions regarding the bidding or contracting procedures should be directed to Carol Durham at 717-783-3309 or by email at [cdurham@pa.gov](mailto:cdurham@pa.gov).

#### II. CONTRACT TASKS:

Vendor shall furnish, customize as specified, and deliver the below uniform items. Bid price shall include all administrative, shipping, transportation, environmental handling, unloading charges, and any other associated charges for delivery as well as individual pricing for customizable options.

The contract mandates Horace Small manufactured specific items. The supplier is not permitted to substitute similar items or another brand unless given prior approval by the Department. If a replacement product is requested for shipment by the Supplier due to brand/label and/or pack change, it must first be authorized and approved by the Department prior to Supplier shipping a replacement product.

##### A. Quantities

It shall be understood that all quantities listed in the Contract are estimated only and ordered quantities may be increased or decreased depending upon the actual needs of the Department 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 those actual requirements of the Commonwealth.

##### B. Project Timeline Requirements

All finished products shall be delivered upon availability but prior to Tuesday, June 30, 2020. If delivery of items will be delayed beyond that time, vendor shall immediately reach out to Fred Boboige, Administrative Assistant by telephone at 814-733-9221 regarding backorder dates.

Extensions may be granted, on a case-by-case basis, but under no circumstances shall the backorder date/s extend beyond July 31, 2020. Any apparel not delivered prior to July 31, 2020 may be removed from the purchase order at the sole discretion of the DCNR; Bureau of State Parks.

### III. CONTRACT REQUIREMENTS

Furnish the following Horace Small Uniform Items as outlined below to include specific customization.

**A. Style: Horace Small Sentry Jacket**

Color: Forest Green

Number: HS3423 <https://www.horacesmall.com/Products/Details/348176>

Customization: Adhering provided patches (per specifications)

Unisex -Size	Quantity with Keystone Patch	Quantity with Ranger Patch
Extra Small	2	1
Small	3	1
Medium	9	3
Large	16	4
XL	16	4
<b>Total</b>	<b>46</b>	<b>13</b>

Unisex -Size	Quantity with Keystone Patch
Medium Short	1
<b>Total</b>	<b>1</b>

Unisex - Size	Quantity with Keystone Patch	Quantity with Ranger Patch
2XL	6	2
3XL	3	1
4XL	2	0
<b>Total</b>	<b>11</b>	<b>3</b>

**B. Style: Horace Small Cargo Shorts**

Color: Earth Green

Number: 2143 (Men's) and 2142 (Women's) <https://www.horacesmall.com/Products/Details/348184>

Customization: None

Model 2143 Cargo Shorts	
Men's Size	Quantity
30	2
34	2
36	2
38	2
40	2
<b>Total</b>	<b>10</b>

Model 2142 Cargo Shorts	
Women's Size	Quantity
8	2
16	2
24	2
<b>Total</b>	<b>6</b>

**C. Style: Horace Small Poly/Wool Tropical Dress Trouser**

Color: Earth Green

Number: HS2101 (Men's) <https://www.horacesmall.com/Products/Details/348186>

Customizations: Hemming and adhering black fabric stripes (per specifications)

Trousers No Black Fabric Stripe Hemmed	
Men's Size	Quantity
28Rx28	1
33Rx34	1
35Rx32	2
36Rx32	1
38Rx31	1
<b>Total</b>	<b>6</b>

Trousers With Black Fabric Stripes Hemmed	
Men's Size	Quantity
36Rx30	1
36Rx32	1
<b>Total</b>	<b>2</b>

Trousers With Black Fabric Stripes Unhemmed	
Men's Size	Quantity
33R	1
<b>Total</b>	<b>1</b>

**D. Style: Horace Small Sentry Trousers**

Color: Forest Green

Number: 2145 (Men's) and 2477 (Women's) <https://www.horacesmall.com/Products/Details/348150>

Customization: Hemming and adhering black fabric stripes (per specifications)

Model 2145 Trousers No Black Fabric Stripe Hemmed	
Men's Size	Quantity
30Rx28	1
30Rx32	2
32Rx30	1
32Rx32	5
32Rx34	2
33Rx29	2
33Rx33	2
33Rx34	3
32Rx27	1
34Rx28	1
34Rx30	1
34Rx32	2
34Rx34	4
35Rx30	1
36Rx29	2
36Rx30	3
36Rx31.5	1
36Rx32	2
36Rx33	2
38Rx30	3
38Rx31	1
38Rx32	2
38Rx33	3
38Rx34	1
40Rx29	1
40Rx30	1
<b>Total</b>	<b>50</b>

Model 2145 Trousers No Black Fabric Stripe Unhemmed	
Men's Size	Quantity
34R	1
35R	1
36R	1
37R	1
38R	5
<b>Total</b>	<b>9</b>

Model 2145 Trousers With Black Fabric Stripes Hemmed	
Men's Size	Quantity
30Rx30	1
32Rx30	1
32Rx32	1
33Rx30	3
33Rx32	1
34Rx30	4
34Rx32	2
36Rx27	1
36Rx31	1
36Rx34	1
38Rx32	1
40Rx29	1
<b>Total</b>	<b>18</b>

Model 2145 Trousers No Black Fabric Stripe Hemmed	
Men's Size	Quantity
42Rx32	1
46Rx32	1
<b>Total</b>	<b>2</b>

Model 2145 Trousers No Black Fabric Stripe Unhemmed	
Men's Size	Quantity
42	2
44R	3
<b>Total</b>	<b>5</b>

Model 2145 Trousers With Black Fabric Stripes Hemmed	
Men's Size	Quantity
42Rx25	1
<b>Total</b>	<b>1</b>

Model 2477 Trousers No Black Fabric Stripe Hemmed	
Women's Size	Quantity
8Wx32	1
10Wx29	1
16Wx29	1
16Wx31.5	1
18Wx29	1
22Wx28	1
<b>Total</b>	<b>6</b>

Model 2477 Trousers With No Black Fabric Stripes Unhemmed	
Women's Size	Quantity
12W	6
<b>Total</b>	<b>6</b>

Model 2477 Trousers With Black Fabric Stripes Hemmed	
Women's Size	Quantity
2Wx27.5	1
<b>Total</b>	<b>1</b>

**E. Style: Horace Small New Dimension Poplin Long Sleeve Shirt**

Color: Silver Tan

Number: 1115 (Men's) and 1168 (Women's) <https://www.horacesmall.com/Products/Details/348144>

Customization: Adhering provided patches (per specifications noted below)

Model 1115 Men's Long Sleeve Shirts		
Men Sizes	Quantity with Keystone Patch	Quantity with Ranger Patch
15x32	3	0
15x34	1	0
15.5x34	1	1
16x32	1	1
16x34	1	0
16.5x33	1	0
16.5x34	0	1
16.5x36	1	0
17x33	1	0
17x35	2	0
<b>Total</b>	<b>12</b>	<b>3</b>

Model 1168 Women's Long - Sleeve Shirts		
Women's Sizes	Quantity with Keystone Patch	Quantity with Ranger Patch
Small	2	1
Medium	5	2
Large	2	2
XL	5	0
<b>Total</b>	<b>14</b>	<b>5</b>

Model 1115 Men's Long Sleeve Shirts	
Men Sizes	Quantity With Keystone Patch
18x35	2
18.5x36	2
18.5x38	1
19x36	1
<b>Total</b>	<b>6</b>

Model 1168 Women's Long - Sleeve Shirts		
Women's Sizes	Quantity With Keystone Patch	Quantity With Ranger Patch
Extra Small	5	1
2XL	1	0
<b>Total</b>	<b>6</b>	<b>1</b>

**F. Style: Horace Small New Dimension Poplin Short Sleeve Shirt**

Color: Silver Tan

Number: 1211 (Men's) and 1269 (Women's) <https://www.horacesmall.com/Products/Details/348135>

Customization: Adhering provided patches (per specifications)

Model 1211 Men's Short Sleeve Shirts		
Men Sizes	Quantity with Keystone Patch	Quantity with Ranger Patch
14.5	0	1
15	3	2
15.5	12	4
16	14	6
16.5	16	14
17	5	5
17.5	10	2
<b>Total</b>	<b>60</b>	<b>34</b>

Model 1269 Women's Short Sleeve Shirts		
Women's Sizes	Quantity with Keystone Patch	Quantity with Ranger Patch
Small	6	1
Medium	14	3
Large	10	3
XL	2	0
<b>Total</b>	<b>32</b>	<b>7</b>

Model 1269 Women's Short Sleeve Shirts	
Women's Sizes	Quantity with Keystone Patch
Extra Small	12
2XL	1
<b>Total</b>	<b>13</b>

Model 1211 Men's Short Sleeve Shirts		
Men Sizes	Quantity with Keystone Patch	Quantity with Ranger Patch
18	5	2
18.5	12	0
19	4	0
19.5	1	0
20.5	2	0
<b>Total</b>	<b>24</b>	<b>2</b>

**G. Style: Horace Small Deputy Deluxe Long Sleeve Shirt**

Color: Silver Tan

Number: 1124 (Men's) and 1176 (Women's) <https://www.horacesmall.com/Products/Details/348156>

Customization: Adhering provided patches (per specifications)

Model 1124 Men's Long Sleeve Shirts		
Men Sizes	Quantity with Keystone Patch	Quantity with Ranger Patch
14.5x32	0	1
15x32	0	1
15x34	0	2
15.5x32	0	1
15.5x33	1	0
15.5x34	4	1
15.5x35	1	0
16x32	1	0
16x33	4	0
16x34	0	1
16.5x33	1	2
16.5x34	4	3
16.5x35	1	0
16.5x36	0	1
17x33	4	0
17x34	0	2
17x35	1	1
17.5x34	3	0
17.5x35	3	0
17.5x36	1	0
<b>Total</b>	<b>29</b>	<b>16</b>

Model 1176 Women's Long Sleeve Shirts	
Women's Sizes	Quantity with Keystone Patch
Small	10
Medium	6
Large	16
XL	4
<b>Total</b>	<b>36</b>

Model 1176 (Ladies Long Sleeve Shirts)	
Ladies Sizes	Quantity with Keystone Patch
Extra Small	12
2XL	2
<b>Total</b>	<b>14</b>

Model 1124 Men's Long Sleeve Shirts		
Men Sizes	Quantity with Keystone Patch	Quantity with Ranger Patch
18x35	0	1
18x36	1	0
18.5x33	1	0
19x36	2	1
20x34	1	0
<b>Total</b>	<b>5</b>	<b>2</b>

**H. Style: Horace Small Deputy Deluxe Short Sleeve Shirt**

Color: Silver Tan

Number: 1222 (Men’s) and 1277 (Women’s) <https://www.horacesmall.com/Products/Details/348140>

Customization: Adhering provided patches (per specifications)

Model 1222 Men’s Short Sleeve Shirts		
Men Sizes	Quantity with Keystone Patch	Quantity with Ranger Patch
14.5	2	6
15	10	2
15.5	10	6
16	24	6
16.5	20	10
17	7	5
17.5	10	2
<b>Total</b>	<b>83</b>	<b>37</b>

Model 1277 Women’s Short Sleeve Shirts		
Women’s Sizes	Quantity with Keystone Patch	Quantity with Ranger Patch
Small	8	1
Medium	9	3
Large	9	3
XL	2	0
<b>Total</b>	<b>28</b>	<b>7</b>

Model 1222 Men’s Short Sleeve Shirts		
Men Sizes	Quantity with Keystone Patch	Quantity with Ranger Patch
18	7	3
18.5	10	0
19	2	0
19.5	5	0
20.5	3	0
<b>Total</b>	<b>27</b>	<b>3</b>

Model 1277 Women’s Short Sleeve Shirts	
Women’s Sizes	Quantity with Keystone Patch
Extra Small	12
2XL	6
<b>Total</b>	<b>18</b>

**IV. CUSTOMIZATION:**

- A. All Pants :** Pant hemming – the pants come from the manufacturer unhemmed and unfinished.
1. Contractor would be required to cut, hemmed with a similar color thread to a specific inseam length.
  2. Hemming would be required to be straight, professional looking. Hemming would need to be completed; so that, it would not come un-done through normal washing and wearing.
  3. Hemming would need to be consist for every pair of pants. Excess pant material should be removed so that hemmed line would be no more than ¾” from the bottom of the pant and would contain no more than two layers of material.
  4. The bottom of the pants would be required to be straight with a consist length as well as the hemmed line.
  5. Pants that require adhering black fabric stripes - customization adhering Law Enforcement black fabric stripe on each pant leg (stripe is around 1” wide in the color black as shown in the picture). Contractor would be required to adhere with a similar black color thread to provide seamless look. The fabric should be a similar fabric as the pants to provide a uniform look. The stripe begins at below the belt line continues down the pant leg. The strip is on the side of the pant. See pictures below.



## B. Shirts and Jackets

The Department will have provided patches to be adhered (sewn-on) to all shirts and jackets adhered to both left and right upper arm/sleeve area. There are two different types of patches and each patch is roughly 4" by 4" (they are not squared).

1. The patches adhered to both sleeves will be identical on each item.
2. The patches will be adhered to each upper sleeve/arm area, the color of the thread must match the color of the patch (where adhering) to provide seamless look.
3. Adhering would need to be done in a way that they could be removed but will not fall off or come apart under normal washing and wear.
4. Adhering should not damage the article of clothing or the patch.
5. Patches would need to be centered and straight on each article of clothing. The patches would need to be adhere in the same location on all clothing to maintenance consistency of our uniforms.
6. Patches need to be adhered in a way that the patches can be removed without damaging the shirt as some employees will be required to switch out patches.
7. Awarded contractor shall contact Department with address and contact information to send required quantity of patches to with in one week of Notice to Proceed Letter.
8. All patches must be accounted for and any un-used patches must be returned completed delivery of all items.
9. Patches may not be duplicated, replicated or used in any manner other than adhering to uniform clothing. See pictures below.



## **V. CONTRACT TERM:**

The contract shall commence upon execution and receipt of purchase order and terminate July 31, 2020.

## **VI. CONTRACTOR REFERENCES:**

After bid opening and prior to award of the contract, the Department has the right to request references (names, addresses and telephone numbers) of similar work. Similar work is having experience adhering patches and fabric to garments, and hemming pants in the previous two (2) years as proof of qualifications to perform the work involved in this contract.

References are an optional tool available to the Department to help determine bidder capabilities. If any of these references are requested and the bidder cannot supply the necessary documentation and proof of compliance, the Department reserves the right to reject the bidder. The decision to request references or reject bidders, based on inadequate reference, will be made solely at the discretion of the Department.

## **VII. DELIVERY**

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.

No outside or curbside delivery will be accepted without prior approval by the using Agency. Any items provided that are deemed unacceptable upon delivery shall be replaced by the Supplier at their expense.

Contractor shall contact Fred Boboige at 814-733-4583 or [fboboige@pa.gov](mailto:fboboige@pa.gov) to discuss any manufacturing issues that could cause delivery delays of the product.

Supplier is required to notify the Department within forty-eight (48) hours if an ordered item is out of stock and to provide the lead time associated with stock replenishment. Should the product not be anticipated to become available for delivery within thirty (30) calendar days of the order, the DCNR; Bureau of State Parks is permitted to cancel the order at no cost and obtain the item elsewhere.

All items ordered from this contract shall be delivered within a reasonable time, not to exceed thirty (30) calendar days after receipt of order (when customization services are being utilized an additional fifteen (15) calendar days are permitted), unless otherwise agreed to in writing, between the DCNR; Bureau of State Parks and the Supplier. If an agreement cannot be attained, the Department will cancel the order at no cost and obtain the item elsewhere. Except as otherwise provided in this contract, all items must be delivered within the time period specified. Time is of the essence and the Contract is subject to termination for failure to deliver as specified.

Unless otherwise stated in this Contract, or as mutually agreed upon between Contractor and the Department, delivery of product must be made within thirty (30) days after the Effective Date of the Purchase Order.

## **VIII. DELIVERY RECEIPT:**

All orders shipped to the Commonwealth must be accompanied with an itemized Packing Slip referencing the Purchase Order Number, Date, Ship-to address, Supplier name and any additional information requested by the ordering Agency.

## **IX. PAYMENT TERMS:**

The Contractor shall be paid at unit price bid for actual work satisfactorily performed, delivered and accepted by the Commonwealth.



## **X. BID AWARD:**

Bidder must complete and return the following:

- A.** The electronic Invitation for Bid to be found at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us),
- B.** A properly executed Reciprocal Limitations Act form that lists the state of manufacture for any supplies procured.

The bid will be awarded based on the total sum of lines as indicated on the IFB-Invitation for Bids.

The contract quantities herein are estimated only and may increase or decrease depending on the needs of the Department. The Contractor shall be paid at the unit price bid for actual work performed.

Please note that the Department will only accept out to two (2) decimal points when entering your pricing.

## **XI. INVOICES:**

All invoices for this contract MUST either be:

- A.** Emailed to the following for a Paperless Email Invoice Option:

Email a copy of the correctly executed invoice to: 69180@pa.gov. For information on the Commonwealth's E-Invoicing Program, visit: <http://www.budget.pa.gov/Programs/Pages/E-Invoicing.aspx>.

- B.** Or mailed to the following address:

Commonwealth of PA – PO Invoice  
PO Box 69180  
Harrisburg PA 17106

All invoices MUST contain the purchase order number, as well as vendor's SAP Vendor Number on the invoice. The name and address listed on the purchase order must also be listed on each invoice. Failure to provide this information may result in a delay of payment.

Please Note: Vendors are reminded to NOT include employer identification numbers, Social Security Numbers, bank account information, or other personally identifiable information on their invoices. That information is uniquely tied to your SAP Vendor Number and, for security purposes, should not be explicitly stated on an invoice.

## **XII. RECEIPT AND OPENING OF BIDS:**

Bids must be submitted via the PA Supplier Portal, to be found at [www.pasupplierportal.state.pa.us](http://www.pasupplierportal.state.pa.us). Faxed bids and mailed bids will not be accepted.

No responsibility will be attached to any employee of the Department for the premature opening of, or the failure to open, a bid not properly addressed and identified, or for any reason whatsoever.

## **XIII. BID RESULTS:**

Bidder can obtain bid results by accessing <http://www.emarketplace.state.pa.us/BidTabs.aspx>. The bid results will be posted as soon as practicable. The results are the apparent bidders with all bids under review until final award of the purchase order to vendor providing the best value to the Commonwealth.