

Statement of Work Template

I. SCOPE OF WORK:

The Commonwealth of Pennsylvania, Department of Corrections, Huntingdon Correctional Industries at 1301 Pennsylvania Ave, Huntingdon, PA 16654 is looking for FORMS DC-15: Inmate Record jacket (Grey Pressboard) (25 Per Pack).

II. ISSUING OFFICER

Questions regarding the technical aspect of this bid should be directed to Karl Thompson at 814.643.2400 or kathompson@pa.gov.

Questions regarding the bidding or contracting procedures should be directed towards Steven Buzzard at 717.728.3917 or sbuzzard@pa.gov.

III. REQUIREMENTS

Forms DC-15: Inmate Record jacket (Gray Pressboard)

- *Quantity: 30,000 total / 1200 Packs / 25 per pack*
- *25 Pt. #3 Gray, Letter size 11.75" x 10.33", 3GH, 1.75 Cloth Gusset Expansion, Bottom Only*
- *Accordion Style Folder*
- *Drilling two holes .25", holes centered 2.75" (center to center) centered along left side from edge to center through folder (total 4 holes).*
- *No Printing*
- *Tore Gussco Style 14GH13-3GY*
- *No Dividers*
- *Delivery in Full*
- *Samples May Be Required*

IV. CONTRACTOR REQUIREMENTS

- *Delivery is required 90 days after award of bid.*
- *Reciprocal Limitation Act*
- *Pursuant to Executive Order 2021-06, Worker Protection and Investment (October 21, 2021), the Commonwealth is responsible for ensuring that every Pennsylvania worker has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they follow all applicable Pennsylvania state labor and workforce safety laws. Such certification shall be made through the Worker Protections and Investment Certification Form (BOP-2201) and the completed form must be submitted with the bid, proposal or quote.*

V. BID AWARD

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It shall be understood and agreed that any quantities listed in the solicitation are estimated only and may be increased or decreased in accordance with the actual requirements of the Department of Corrections.

Unless otherwise indicated, the unit price must include materials, and delivery fees. 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.

The Commonwealth reserves the right to award by item or on a total Bid basis, whichever is deemed more advantageous to the Commonwealth.

VI. BID Results

Bids will be opened on the date and time specified in the invitation for bid. Bid tabulations will be posted on the day after the bid opening, on the Department of General Services' eMarketplace website <http://www.emarketplace.state.pa.us/>. Tabulations are for information only and do not constitute actual award or execution of a contract. The results of the apparent bidders and all bids are under review until final award of the purchase order.