

REVISED MAY 6, 2024

STATEMENT OF WORK

INVITATION FOR BID

FOR

Department of General Services

SUPPLEMENTAL BID Bottled Water

ISSUING OFFICE



COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF GENERAL SERVICES

BUREAU OF PROCUREMENT

1800 Herr Street

Arsenal Building, 2nd Floor

Harrisburg, PA 17103

IFB NUMBER

6100060913

DATE OF ISSUANCE

April 25, 2024

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STATEMENT OF WORK
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IV-1. GENERAL INFORMATION

- A. **PURPOSE:** The Department of General Services (DGS) is issuing this Supplemental Invitation for Bid (IFB) for new suppliers only to cover the requirements of supplying returnable five (5) gallon and one (1) gallon bottled water to All Using Agencies of the Commonwealth of Pennsylvania.

If your company has already bid on Invitation for Bid 6100053319, 6100053808, or 6100054401 and received confirmation of a contract, you are not eligible to participate in this supplemental IFB.

- B. **METHOD OF AWARD (Multiple Award):** Award shall be made to all responsive and responsible bidders. If two or more suppliers are awarded contracts for any given county, using Agencies are required to solicit all awarded suppliers who can provide the bottled water service in the specified county and determine a best value selection. The best value selection, in addition to price, may include consideration of the supplier's capacity, availability and performance.

- C. **CONTRACT TERM:** Contract to commence on July 1, 2024, or effective date of the contract, through June 30, 2025, with one (1) one (1) year option to renew.

Contracts may be renewed one (1) additional one (1) year term by mutual agreement between the Commonwealth and the supplier(s) per Section V.3. CONTRACT-002.2b of **Attachment A – Standard Contract Terms and Conditions**.

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).

- D. **ISSUING OFFICE:** DGS BOP has issued this IFB on behalf of the Commonwealth. The sole point of contact in the Commonwealth for this IFB shall be Peggy Trevenen, Issuing Officer. Please refer all inquiries to the Issuing Officer via e-mail at petrevenen@pa.gov.

- E. **QUESTIONS AND ANSWERS:** If a bidder has any questions regarding this IFB, the bidder must submit the questions(s) via e-mail (**with the subject line "IFB 6100060913 Question"**) to the Issuing Officer named above. Question(s) must be submitted via e-mail no later than Friday, May 3, 2024, by Noon EST. The Issuing Officer shall post as an addendum to this IFB the answers to the questions on the

DGS website. Each bidder shall be responsible to monitor the DGS website www.emarketplace.state.pa.us for new or revised IFB information.

IV-2. BID REQUIREMENTS: Suppliers interested in submitting a bid to become an Awarded Supplier must meet all the bid requirements. Bidders who fail to meet the following requirements may result in rejection:

A. SUPPLIER REGISTRATION: Interested bidders must register as a supplier on the PA Supplier Portal at www.pasupplierportal.state.pa.us . If your company is already registered in the PA Supplier Portal, registration is not necessary. Prior to registration, bidders are strongly encouraged to review the Supplier Registration and Bidding guides available at the Supplier Service Center at: <https://www.dgs.pa.gov/Materials-Services-Procurement/Supplier-Service-Center>

For any questions or issues related to the registration process, contact the Supplier Service Center (CSC) at 877-435-7363 Option 1. For any questions or issues related to the online bidding process, contact the Supplier Service Center (CSC) at 877-435-7363 **Option 2.**

B. BID SUBMISSION: Bids must be electronically received through the PA Supplier Portal, www.pasupplierportal.state.pa.us . To be considered for Contract award, bidder must complete and return the following documents in response to this IFB.

1. **Attachment B** – Supplier Contact Information
2. **Attachment C** – Cost Submittal Sheet - ***Awarded suppliers shall provide bottled water for the entire county in which they bid***
3. **Attachment D** – GSPUR-89 Reciprocal Limitations Act Requirements
4. **Attachment E** – Worker Protection Form
5. **Attachment F** – Lobbying Certification Form
6. **Attachment G** – Iran Free Procurement Certification Form
7. **Attachment H** – Domestic Workforce Utilization Certification Form

C. ELIGIBILITY: In order to be eligible for award, a bidder must have authorization from the Manufacturer of the offered products or be an authorized Supplier of the Manufacturer products. If a bidder is not the Manufacturer of the offered products, the bidder must include with the bid, or within 3 days of request after bid opening, a letter signed by the Manufacturer stating that the bidder is authorized to sell said Manufacturer's products and that the Manufacturer will honor any responsibilities under the warranty for products sold by the bidder, if the bidder fails to perform such service.

IV-3. REQUIREMENTS:

- A. Water shall be either spring or purified water, (21 CFR §165.110(a))
- B. Water shall be classified as drinking water intended for human consumption, (21 CFR §165.110(a))
- C. Water shall be sealed in bottles or other appropriate containers with no added ingredients, with the exception of optional safe and suitable disinfectants and/or minerals. Fluoride may be added within the limitations set in the bottled water quality standards (21 CFR §165.110(a)).
- D. Water Bottler shall be certified by NSF International, or other ANSI-accredited certifying body.
- E. Bottle shall have a product label indicating at a minimum, volume of water in bottle, pertinent nutritional claims, bottler contact information, type of water and water source. (21 CFR 101)
- F. The Supplier must maintain an inspection system that ensures that quality of the bottled water to be provided under this contract is suitable for consumption. At any time, the issuing officer can request copies of the following but not limited to: applicable certificates, licenses, permits, inspection reports, annual chemical, physical and radiological analysis of source water, and results of any other testing of source water and bottled water from each bottled water supplier. Such requests shall be responded to within five (5) business days of the initial request.
- G. If required, the Bottler shall be able to produce test results indicating treatment method(s) (21 CFR 129)
- H. Water Bottler shall be a member of IBWA (International Bottled Water Association)
- I. Artesian, ground, well, distilled, mineral, and sterile waters will not be accepted.

- J. Carbonated, soda, seltzer, sparkling, and tonic waters are considered soft drinks and will not meet this specification.

IV-4. TASKS:

- A. Awarded suppliers shall have a dedicated customer service representative to handle the Commonwealth of Pennsylvania accounts in matters of delivery, billing, the start-up or termination of accounts, and general questions. See **Attachment B, Supplier Contact Information**.
- B. Awarded suppliers shall provide bottled water for the entire county in which they bid.
- C. All accounts must be set up within 10 business days of notification of using agency.
- D. All deliveries shall be made in accordance with the agreed upon time and location that is specified by the using agencies.
 - 1. If the awarded supplier is unable to deliver on the specified date to the using agency, it is the awarded supplier's responsibility to contact the using agency no later than the day of the scheduled delivery.
 - 2. Upon notification to the using agency, the supplier should reschedule the delivery upon approval of the using agency.
- E. The Commonwealth shall return one (1) empty bottle for each filled bottle supplied on the awarded contract.
- F. Should an agency no longer utilize the awarded supplier, the supplier must pick up all equipment within 10 business days of notification of cancellation.

IV-5. INVOICES/PAYMENT PROVISIONS

Invoices shall reflect the correct pricing of the items in the Purchase Order. Failure to do so will delay payment to the Supplier.

The Awarded Supplier(s) will be reimbursed for delivery of bottled water provided to each using Agency. Invoices can be emailed to 69180@pa.gov. For details and

requirements of the commonwealth's E-Invoicing Program, please visit Office of the Budget's website for details and requirements.

<https://www.budget.pa.gov/Services/ForVendors/Pages/default.aspx>

For services procured that are less than \$10,000 (or current established threshold) in a fiscal year and handled with P-Card, services must be handled in accordance with Management Directive 310.23 Commonwealth Purchasing Card Program Link:

https://www.oa.pa.gov/Policies/md/Documents/310_23.pdf

IV-6. ADDITION OF SUPPLIERS

A supplemental solicitation shall be issued if it is determined that additional Suppliers are required to be in the best interests of the Commonwealth.