

**STATEMENT OF WORK  
UNIFORM LAUNDRY/DRY-CLEANING SERVICES  
IFB 6100060219**

**CONTRACT OVERVIEW:** This Invitation for Bids (IFB) for Professional Laundry/Dry-Cleaning Services, (identified here and in the other documents as the "Contract") will cover the requirements to provide laundering, dry-cleaning, pressing, repairs, and alterations of uniforms for the Capitol Police at the Capitol Complex in Harrisburg. The Department is seeking to partner with a dependable company with the equipment and experience in cleaning and preserving the appearance and quality of garments at an exceptional service level with affordable prices.

**SCOPE OF WORK:** The Contractor shall furnish professional laundry/dry-cleaning services to include, but not limited to, the following:

- 1) Laundering Service:** Wash, dry and press long and short sleeve shirts.
  - a. All sleeves shall be sharply creased in the middle of the sleeve.
  - b. Patches must be centered on the sleeve and pressed flat with the crease down the middle of the sleeve.
- 2) Dry-Cleaning Service:** Dry-clean and press trousers, winter coats, jackets, liners, neck ties, "commando" sweaters, serge peak caps, and outer vest carriers.
  - a. All trousers shall be sharply creased in the middle of the pant leg.
- 3) Repair and Alteration:** Sewing of buttons, emblems/chevrons and/or broken belt loops, mending any tears or rips, hemming, and repair/replace zippers and/or pockets.

**METHOD OF AWARD:** ***ONLY DGS Self-CERTIFIED SMALL BUSINESSES ARE ELIGIBLE FOR AWARD.*** The Department of General Services (DGS) has set aside this contract for the Small Business Procurement Initiative (SBPI) to provide DGS self-certified small businesses with opportunities to compete against other DGS self-certified small businesses for Commonwealth agency and DGS statewide contracts. Only certificated small businesses are eligible to submit a bid and receive an award. The small business requirements and certification process can be found on the following site: [www.smallbusiness.pa.gov](http://www.smallbusiness.pa.gov).

The Small Business Certification will be provided after the self-certification process on the SBPI site: <http://www.smallbusiness.pa.gov/>. A valid Department of General Services (DGS) Small Business Procurement Initiative (SBPI) certificate will be required as part of the bid in order to be deemed a responsive bidder. Any business without a valid certificate as of bid due date and time may be rejected as non-responsive. The Award will be made to the bidder with the lowest overall price based on the estimated quantities listed on the Price Sheet (Attachment A).

**PRICE SHEET:** Bidders must indicate the price per piece or garment for each description of service listed on Attachment A, Price Sheet, of this IFB. Bidders must enter prices for all items listed. Prices shall include all transportation, delivery, and handling charges. A total amount based on the estimated quantities will automatically populate. Bidders' prices shall remain firm for the term of the contract. The completed **Attachment A - Price Sheet**, must be submitted with the bid or the bid will be deemed non-responsive.

**PERFORMANCE REQUIREMENTS:**

- 1) Quality Control:** The Contractor shall have the capability to ensure the following:
  - a. Machines and quality of CO<sub>2</sub> cleaning supplies are professional and environmentally responsible;

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- b.** Dependable quality and good fabric care;
- c.** Alterations and repairs are professional; and
- d.** Garments are fresh and clean to preserve the appearance quality.

**2) Satisfaction Guarantee:** In the event that DGS is not satisfied with the cleanliness of the garment(s) or the service provided, the Contractor shall provide the same service(s) again at no charge.

**3) Damaged Garment(s):** In the event that any piece of garment is damaged, the Contractor shall provide a credit on the invoice in the amount of the current value of the item.

**PICKUP AND DELIVERY:** The Contractor is required to pick-up and deliver laundry twice per week, i.e., Monday/ Thursday or Tuesday/ Friday, as agreed to between the using agency and the Contractor. All pick-ups and deliveries will be made to the PA Capitol Police at 70E Capitol East Wing, Harrisburg, PA, 17125. The contact person will be Officer Walter B. Martin, telephone number (717) 787-9635.

**HOLIDAYS:** The Commonwealth's Offices are closed for specific holidays during the calendar year. Contract services are not required on the actual days observed. In the event that scheduled services would fall on a Holiday, the Contractor shall pickup/deliver on the next business day.

State designated Holidays include, but are not limited to: New Year's Day, Dr. Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving, and Christmas Day.

**ADD/DELETE:** During the life of the Contract DGS reserves the right to add to the list of services, identified on Attachment A, which are deemed within the scope of this procurement. In the event that DGS determines additional services should be added, the following procedures will be followed. DGS will contact the awarded Contractor and allow them the opportunity to provide pricing for the service. DGS, in its sole discretion, will determine if the price quoted by the Contractor is fair and reasonable.

**IRAN FREE PROCUREMENT CERTIFICATION & DISCLOSURE:** Prior to entering a contract worth at least \$1,000,000 or more with a Commonwealth entity, a bidder must: a) certify it is not on the current list of persons engaged in investment activities in Iran created by the Pennsylvania Department of General Services ("DGS") pursuant to Section 3503 of the Procurement Code and is eligible to contract with the Commonwealth under Sections 3501-3506 of the Procurement Code; or b) demonstrate it has received an exception from the certification requirement for that solicitation or contract pursuant to Section 3503(e). All bidders must complete and return the Iran Free Procurement Certification form, which is attached hereto and made part of this IFB. The completed and signed Iran Free Procurement Certification form must be submitted with the Bid Response.

**ATTACHMENT E REQUIRED DOCUMENTS:** Bidders must complete all, Required Documents listed in **Attachment E** and return them with your bid response in the PA Supplier Portal.

**POST AWARD ADMINISTRATION:** The Contractors' performance may be monitored and evaluated in accordance with the requirements outlined in the contract and the agencies' requests for quotes. At a minimum, the contractors' performance may be evaluated on an annual basis. Contractors may be required to attend contract performance review meetings. These meetings

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will be for the purpose of providing contractor performance reviews, discussion of issues either party may have concerning the contract or to evaluate the overall progress of the contract. The meetings may be held quarterly, semi-annually, or annually at the discretion of the Department of General Services, or upon special request of the using agency.