

STATEMENT OF WORK

Automated, Lithium Borate Flux, Electric Fusion Instrument

Pennsylvania Department of Conservation and Natural Resources Bureau of Geological Survey Middletown Office

I. SCOPE OF WORK:

The Department of Conservation and Natural Resources (DCNR) requires the supply and delivery of an electric fusion instrument for creating 32mm lithium borate fusion discs of geological samples. The automated electric fusion instrument will be located in the Bureau of Geological Survey's Middletown office. The instrument's purpose is to safely create analytical standards and samples to be used with our in-house geochemical analysis instrumentation and submitted to external laboratories.

Questions regarding the technical aspects of the work outlined herein should be directed to Adam Ianno at (717) 702-2033 or aianno@pa.gov. Questions concerning the contracting or bidding procedure should be directed to Jenna English at (717) 787-3278 or Jenenglish@pa.gov.

II. CONTRACT REQUIREMENTS:

The following requirements must be met within the performance of this contract.

Vendor must furnish one (1) electric fusion instrument as specified below.

The Commonwealth reserves the right to approve or deny any proposed equals that are submitted at its sole discretion.

All equipment shall be subject to inspection and acceptance by the Geological Survey Staff or their designee.

Bid price to include all shipping, transportation, environmental handling, unloading charges, and any other associated charges for delivery.

The following technical specifications are required for the electric fusion instrument.

A. **ELECTRIC FUSION INSTRUMENT SPECIFICATIONS:**

- Must be a self-contained unit capable of creating a lithium borate fusion bead without operator assistance.
- Provided in a benchtop format.
- Capable of a maximum heating temperature of 1200° Celsius.
- Must connect to single-phase 120 or 240 VAC with North American power connectors.
- The platinum-bearing crucible(s) and mold(s) must fit a 32 mm fusion bead diameter, lithium borate glass disc at a time, the instrument must also be capable of handling other sizes if the need arises.
- Must be capable of automatically producing at least one (1) 32-mm diameter

- A minimum of one (1) set of platinum-containing crucible(s) and/or mold(s), or similar apparatus that is capable of melting the sample and forming the fusion bead within the system.
- Needed accessories to connect the instrument to 120 or 240 single-phase VAC using North American power connectors
- Must behave in a cold-to-cold setting, where users place sample(s) within the instrument in a cold, powered-off status and retrieve their finished product in a cold, powered-off status.
- The device must be CE certified.
- A virtual or in-person training for up to four (4) people must be included including basic operational training. Additional advanced training may be provided at the Contractor's training center or through digital means.

III. **DELIVERY:**

Vendor will contact Adam Ianno at 717-702-2033 or aianno@pa.gov a minimum of two (2) weeks prior to delivery of the electric fusion instrument. This will ensure that Geological Survey staff are available for delivery and instruction.

The delivery day and time must be between Monday and Friday, 8am to 4pm.

Delivery address: Pennsylvania Geological Survey
3240 Schoolhouse Road
Middletown, PA 17057

Any damages occurring during delivery caused by the vendor's personnel must be repaired to the satisfaction of the Department's representative and at the vendor's sole expense.

IV. **CONTRACTOR REFERENCES AND QUALIFICATIONS:**

- A.** After bid opening and prior to awarding of the contract, the Department has the right to request references (names, addresses and telephone numbers) for electric fusion instruments of similar size, construction, power, and accessories received in the previous two (2) years as proof of qualifications to supply the item 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 a bidder cannot supply the necessary documentation and proof of compliance, the Department reserves the right to reject the bidder. The decision to both request references or reject bidders based on inadequate reference will be made solely at the discretion of the Department.

- B. Reciprocal Limitations Act Form:** The Contractor must include with their solicitation response a properly executed Reciprocal Limitations Act form that lists the state of manufacture for any supplies procured with their bid response.
- C. Worker Protection and Investment Certification Form:** 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 are in compliance with all applicable Pennsylvania state labor and workforce safety laws. Such certification shall be made through the Worker Protection and Investment Certification Form (BOP-

2201) and submitted with the bid, proposal or quote. Failure to submit a completed Worker Protection and Investment Certification Form may render your submission as non-responsive.

V. DELIVERY PERIOD:

The delivery window will commence after receipt of purchase order and terminate June 30, 2024.

VI. BID AWARD:

Bidder must complete and return the following with their bid submission:

- A. The electronic Invitation for Bid to be found at www.pasupplierportal.state.pa.us,
- B. A properly executed Reciprocal Limitations Act form that lists the state of manufacture for any supplies procured.
- C. A properly executed Worker Protection and Investment Certification form.

Bid will be awarded based on the lowest total sum of the bid.

The contract quantities herein are estimated only and may increase or decrease depending on the needs of the Department.

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

VII. PAYMENT TERMS:

Payment will be made on a reimbursement basis following delivery and final acceptance of the Automated, Lithium Borate Flux, Electric Fusion Instrument.

This contract will be paid by Automated Clearing House (ACH), commonly referred to as direct deposit. Contractor should review V.23 CONTRACT-016.2 Automated Clearing House (ACH) Payments (February 2024) of the attached Commonwealth's Terms and Conditions for complete details and contractor's responsibilities.

VIII. INVOICES:

Invoice format must be in accordance with the IFB – Invitation for Bid. All invoices for this contract MUST either be:

- A. Emailed to the following for a Paperless Email Invoice Option: 69180@pa.gov.
For information on the Commonwealth's E-Invoicing Program, visit:
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 have the purchase order number as well as your 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.

IX. RECEIPT AND OPENING OF BID:

Bids must be submitted via the PA Supplier Portal, to be found at www.pasupplierportal.state.pa.us. Emailed, faxed, or 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.

X. BID RESULTS:

Bidder can obtain bid results by accessing www.emarketplace.state.pa.us/bidtabs.aspx. The bid results will be posted as soon as practicable following the bid opening. The results are the apparent bidders and all bids are under review until final award of the purchase order.

Attachments:

01. Terms and Conditions
02. Statement of Work
03. DCNR Reciprocal Limitations Act Requirements
04. Worker Protection and Investment Certification
05. Small Business Procurement Initiative