

**PART IV – SPECIFICATIONS**

**FOR**

**Bottled Water**

**ISSUING OFFICE**



**COMMONWEALTH OF PENNSYLVANIA**

**DEPARTMENT OF GENERAL SERVICES**

**BUREAU OF PROCUREMENT**

**1800 Herr Street**

**Harrisburg, PA 17103**

**IFB NUMBER**

**6100064306**

**DATE OF ISSUANCE**

**November 6, 2025**

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#### **IV-1. GENERAL INFORMATION**

- A. PURPOSE:** The Department of General Services (DGS) seeks to establish multiple-award contracts for the provision of 5-gallon / 1-gallon returnable bottled water and dispenser rental to all Commonwealth of Pennsylvania (Commonwealth) agencies.
- B. METHOD OF AWARD (Multiple Award):** Contracts will be awarded to all responsive and responsible bidders. For counties with multiple awarded suppliers, agencies must evaluate all qualified vendors based on price, capacity, availability, and past performance to determine best value.
- C. CONTRACT TERM:** The initial term of the contract shall be 1 year, with the option of 4 additional 1-year renewals.  
  
Price adjustments can be made at the time of the renewal with proper justification and approval of the increase in accordance with the Terms and Conditions.
- D. ISSUING OFFICE:** DGS, Bureau of Procurement (BOP) has issued this IFB on behalf of the Commonwealth. The sole point of contact in the Commonwealth for this IFB shall be Kevin Camp, Issuing Officer. Please refer all inquiries to the Issuing Officer via e-mail at [kecamp@pa.gov](mailto:kecamp@pa.gov).
- E. QUESTIONS AND ANSWERS:** If a bidder has any questions regarding this IFB, the bidder must submit the question(s) via e-mail (***with the subject line "IFB 6100064306 Question"***) to the Issuing Officer named above. Question(s) must be submitted via e-mail no later than November 13, 2025 by 2pm 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 for monitoring the DGS website [www.emarketplace.state.pa.us](http://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](http://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](http://www.pasupplierportal.state.pa.us).

- i. To be considered for contract award, bidder must complete and return the following documents in response to this IFB.
  1. **Appendix A – Terms and Conditions**
  2. **Appendix B – Supplier Contact Information**
  3. **Appendix C – Cost Submittal**
- ii. In addition, the following documents must be returned with the Bidder's bid. Failure to submit any of the documentation listed below may result in the bid being rejected.
  1. **Appendix D – Reciprocal Limitations Act Requirements Form (GSPUR-89)**
  2. **Appendix E – Worker Protection Form (BOP-2201)**
  3. **Appendix F – Domestic Workforce Form**
  4. **Appendix G – Lobbying Certification Form**
- iii. Related Documents, the following documents are optional and not required for bid submission.

**1. Appendix H – Costars Election to Participate 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. TECHNICAL REQUIREMENTS:**

- A.** Water must be spring or purified, suitable for human consumption. (21 CFR §165.110(a))
- B.** Shall be sealed in bottles or other appropriate containers with no added ingredients, with the exception of optional safe and suitable disinfectants and minerals. Fluoride may be added within the limitations set in the bottled water quality standards. (21 CFR §165.110(a))
- C.** Water Bottler shall be certified by NSF International, or other ANSI-accredited certifying body.
- D.** 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)
- E.** Awarded suppliers 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, including 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 5 business days of the request.
- F.** If required, the Water Bottler shall be able to produce test results indicating treatment method(s). (21 CFR 129)
- G.** Water Bottler shall be a member of International Bottled Water Association (IBWA).
- H.** The following are not accepted: artesian, well, distilled, mineral, sterile, carbonated, soda, seltzer, sparkling, or tonic water.

#### **IV-4. SCOPE OF WORK / TASKS:**

- A.** Awarded suppliers shall have a dedicated customer service representative to handle Commonwealth accounts in matters of delivery, billing, the start-up or termination of accounts, and general questions. See **Appendix B – Supplier Contact Information.**

- B. *Awarded suppliers shall provide bottled water for the entire county in which they bid unless marked accordingly as per cost submittal instructions. See Appendix C – Cost Submittal.*
- C. New 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. If delivery is delayed, the awarded supplier must notify the agency on or before the scheduled day and reschedule upon agency approval.
- E. The Commonwealth shall return 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.

Awarded suppliers 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.pa.gov/content/dam/copapwp-pagov/en/oa/documents/policies/md/300/310\\_23.pdf](https://www.pa.gov/content/dam/copapwp-pagov/en/oa/documents/policies/md/300/310_23.pdf).

#### **IV-6. ADDITION OF SUPPLIERS**

If deemed in the best interest of the Commonwealth, a supplemental solicitation may be issued to add suppliers.