

# **Statement of Work**

## **Muffin Monster Grinders**

### **SCI Phoenix**

**I. SCOPE OF WORK:**

The Commonwealth of Pennsylvania, Department of Corrections requires two Muffin Monster Grinders for Phoenix State Correctional Institution (SCI) located at 1200 Mokyctic Drive, Collegeville, PA 19426.

**II. ISSUING OFFICER**

Questions regarding the bidding or contracting procedures should be directed towards Ron Schlotzhauer, Procurement Specialist 1, at [rschlotzha@pa.gov](mailto:rschlotzha@pa.gov).

**III. CONTRACT REQUIREMENTS**

Contractor will provide the following:

Two 30004T-1206-D1 Muffin Monster Grinders to include the below:

- 7T Cam Cutters
- 1:1 Stack Hardened Alloy STL
- Seals: Standard
- Buna N Elastomers
- Cork and Rubber Gaskets
- Motor Type Electric
- New 5HP/460V TEXP, 1.15SF
- New 29:1 Nema Reducer
- New Spool
- New 06" Pipe Dia. Unibody Housing

NO SUBSTITUTIONS. This must be the exact model requested as it is replacing what is currently installed. This model must be used to so it can be used with current plumbing configuration already in place.

All parts will be shipped F.O.B. to destination. Contractor is responsible for all shipping costs.

**IV. CONTRACTOR REQUIREMENTS**

All products must meet security requirements of the DOC. The Department of Corrections reserves the right to allow companies to adapt their packaging to meet the DOC's security requirements before an award is generated. Product approval may be made contingent upon packaging changes. If, after award, DOC determines that a product poses a security threat, DOC will either cancel the award of that product upon written notification to the contractor detailing the nature of the security threat or allow the contractor to replace the product with a compliant product at the same price.

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## **V. CONTRACTOR QUALIFICATIONS**

After the bid opening, and prior to awarding the contract, the Department has the right to request references (name, addresses and telephone numbers) of similar work performed in the previous two (2) years as proof of qualifications to perform the work involved in the contract.

## **VI. CONTRACT TERM**

The term of the Contract shall commence on the Effective Date (as defined below) and shall end on the expiration date identified on the Contract, subject to other provisions of the Contract.

The Effective Date shall be: a) the Effective Date printed on the Contract after the Contract has been fully executed by the Contractor and the Commonwealth (signed and approved as required by Commonwealth contracting procedures) or b) the "Valid from" date printed on the contract, whichever is later.

## **VII. BID AWARD**

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 all labor, materials, equipment, tools, insurance, delivery fees and all items necessary for the completion of the project. 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.

## **VIII. BID Results**

Bids will be opened on the date and time specified in the invitation for bid. Bid tabulations will be posted 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.

## **IX. INVOICING**

Contractors must follow the following invoicing requirements:

- a. Accurately bill the Commonwealth for actual services rendered on all invoices.
- b. Submit invoice to appropriate resource account within 10 business days of completed service.

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- c. Comply with Commonwealth / Department of Correction's practices for supplier payments

The awarded supplier should submit all invoices, as outlined by the Pennsylvania Office of the Budget, as a PDF for to email address [69180@pa.gov](mailto:69180@pa.gov). The following link will provide more information regarding the Office of the Budget's invoicing requirements and resources: <https://www.budget.pa.gov/Services/ForVendors/Pages/default.aspx>