

Statement of Work Template

I. SCOPE OF WORK:

The Commonwealth of Pennsylvania, Bureau of Pennsylvania Correctional Industries, is seeking to purchase Leather, Brown Oil Grain to be used in boot manufacturing at the State Correctional Institution (SCI) at Phoenix.

II. ISSUING OFFICER

Questions regarding the bid should be directed towards Christina Zambotti czambotti@pa.gov.

III. CONTRACT REQUIREMENTS

Quantity: 80,000 Square Feet per year to be delivered upon request

The specifications are as follows: "H" Weight. Cow Hide (Bovine). Water buffalo, oxen, or other type of hide that may change the process is **not** permitted. No less than 4.5 oz. or more than 5 oz. on standard thumb scale. No less than 18 Square feet per hide. No Tender or Grain Crock. Natural Back. Color fast and no redye. High temperature finish. Color: Brown. No directional cutting. Top Quality Finished Split Leather, Shoe Upper. Leather to be wet processed and not PU Coated. Chromium tanning process to use, Wet-Blue. Each hide stamped with square footage corresponding with hide.

SAMPLING AND TESTING:

Phoenix must test and approve a bid sample before an award is made. Bidders must mail a sample with a packing slip to be evaluated to Correctional Industries Phoenix, Attn: Rodney Marshall, 1200 Mokychie Drive, Collegeville PA 19426. Bidders should include their company name and solicitation number 6100060583 on their packing slip. The sample must be received PRIOR to the solicitation due date and time (Submission Deadline).

The sample must be at least eighteen (18) square feet and represents a full hide. A hide that is noticeably trimmed will not be accepted. If samples do not meet the requirements, the lowest bidder may be dismissed and the bid may be rejected.

Samples should be representative of materials produced and delivered to Phoenix on all shipments. PCI reserves the right to perform laboratory analyses to confirm conformance to specifications at any time. Should additional testing be necessary to address quality problems or contract disputes, this testing shall be done by an independent, non-affiliated certified testing laboratory. The bid and/or purchase order may be rejected, and the cost for any independent laboratory testing of the material shall be borne by the Supplier.

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EVALUATION AND TESTING:

Listed below are evaluation points and actions, and some of which include reasons why testing is required:

- 1) Thickness measurement: not less than 4.5 oz. or more than 5 oz. on standard thumb scale. Reason: In our process 82 operation, leather must meet thickness specifications for:
 - a) The sewing process, in how the leather parts are attached to each other, thickness variances increase machine wear and decreases proper alignment.
 - b) The vulcanization process, precise calibration is routinely preformed to ensure proper fit of the leather upper (assembled leather parts) to the mold last. In effect, lowering thickness creates rubber blowouts and raising thickness creates a cutting action when the floating cast metal mold closes to entrap the leather upper to the last.
- 2) Embossing and strength of finish: test performed by taking a metal key or tag and pulling it under the hide while viewing the embossing to see whether it pulls out easily. In testing the finish, the same key or tag is dragged semi-roughly across the top of the hide.
 - a) This test is to determine whether the embossing or finish will peel within the manufacturing process.
 - b) Review whether veins are excessive;
 - i) veins create weak spots in the finish/embossing and can easily break through and expose the backing
- 3) Review color adherence, by folding leather into a 90° to 180° bend and look for cracking or peeling.
- 4) Strength of hide, a clean scissor cut is made several inches in from the edge and the hide is pulled aggressively from the cut.
 - a) The main reason for this is to ensure the leather will withstand welt attachment to the leather upper, where five (5) threads per inch penetrate 3/8" to 1/2" from edge of leather.
- 5) Back of hide is check for excessive hairiness.
 - a) We produce an unlined shoe, so the back of the hide is completely visible;
 - b) In addition, excessive hair covers natural veining (see 2(i))
- 6) Check for excessive knife and slash marks. No more than **three** per hide.
 - a) Knife and slash marks are produced during the manufacturing of leather, i.e. knife cutting, staking and running through a splitter;
 - b) Knife and slash marks are reviewed and specifically coincide with yield of hide, e.g. a hide with excessive knife and/or slash marks has reduced yield or usable leather.
- 7) Review backer is natural color
 - a) Backer (back of hide) cannot contain dye
- 8) Review cleanliness of hide

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- a) Leather hides cannot be contaminated with debris or foreign material

If the hide passes the above, the following will also occur:

- 1) A sample of the hide, approximately 1 square foot, is removed and submersed in leather softener (un-waxed Primeol). After several seconds of soak the sample is removed and placed within a heated "toe former".
 - a) This test is used to check the finish, whether 300°F is tolerable
- 2) If the leather passes the toe forming operation, a sample pair of boots is placed into production. Reviews:
 - a) Die cut ability
 - b) Leather skiving
 - c) Sewing
 - d) Eyelet attachment
 - e) Vulcanizing
 - must sustain 350° contact heat without peeling or cracking
 - veining must not open
 - must have strength to retain welt pressure
 - embossing must not pull out during lasting
 - f) Buffing

IV. CONTRACTOR REQUIREMENTS

- ✓ All vendors or their subcontractors, who utilize regular delivery transportation, will have to submit clearance checks through the Original Vendor, for all drivers (regardless if delivery is inside or outside the fence). Common carriers will not be required to render clearance checks, however are subject to search and escort procedures. ALL CARRIERS reporting to the outside warehouse must secure their vehicles (windows closed and door locked) sign in at the warehouse and wait for further directions / instructions from the Correctional Staff.
- ✓ Complete Reciprocal Limitation Act
- ✓ 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 follow 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 the completed form must be submitted with the bid, proposal or quote.
- ✓ 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

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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.

- ✓ *Delivery appointments must be made 48 hours prior to a delivery by calling SCI-Phoenix, Correctional Industries at 610-409-7890 Extensions 1452 or 1456 and provide the freight carrier name. Unless otherwise stated on a Purchase Order(s) or in writing, deliveries should be made between the hours of 7:30 a.m. - 10:00 a.m. and 12:00 p.m. to 2:30* p.m. eastern time, Monday through Friday, except on Commonwealth holidays. *If shipment is one-half truck load or less, it should be delivered no later than 2:30 p.m. eastern time or if a shipment is a full truck load, it can be delivered no later than 10:00 a.m. eastern time.*

Leather deliveries should be made to the following address unless otherwise noted on Purchase Order(s):

Correctional Industries SCI Phoenix
1200 Mokyctic Drive
Collegeville, PA 19426
Contact: Gerald Arasin

PCI reserves the right to reject shipments of material that are visibly out of specification or greater than 20% of the requested amount. Packing slips should match the amount being delivered (*refer to Packaging Requirements above*) and should include the PO #.

Materials ordered on this contract must meet a delivery deadline of 90 days After Receipt of Order (ARO), unless otherwise agreed to in writing and noted on a Purchase Order(s). Should an awarded Supplier fail to meet the delivery deadline of 90 days ARO or a predetermined delivery deadline set forth in a Purchase Order(s), the Commonwealth reserves the right to cancel the Purchase Order(s). In addition, the Commonwealth reserves the right to hold Suppliers liable for any excess costs for terminated Purchase Orders either directly or by offsetting the amount of additional costs incurred.

Shipments which are visibly damaged upon delivery may be immediately rejected. If damage is not initially noticed PCI will follow section V.14 CONTRACT-010.1a Acceptance (Oct 2006) of the Terms and Conditions.

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V. 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.

This is a one-year contract with the option of four one-year renewals.

Should the renewal option be exercised, pricing may change at the time of renewal. The price adjustment must be by mutual agreement between the Department of Corrections and the supplier and must be submitted to the Department of Corrections prior to the contract end date. All supporting documentation must be submitted with the pricing to justify any price increases.

Upon renewal, the Department, based on past performance, may negotiate an increase in the unit prices. The Contractor shall provide written notification to the Department prior to the contract end date.

Prices may be adjusted for imported products if tariffs are established for contracted items after bids are accepted by the PA DOC by requesting the increase accompanied by a copy of the tariff certificate documenting the increase with proof of payment.

VI. 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.

VII. BID Results

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