

PENNSYLVANIA LIQUOR CONTROL BOARD REQUEST FOR

INVITATION FOR BID 272437

PLCB REGIONAL OFFICES DOOR ACCESS CONTROL SYSTEM OVERVIEW

The Pennsylvania Liquor Control Board (PLCB) is seeking a contractor to provide the necessary labor, materials, tools, software, equipment and supervision as specified by PLCB in this Invitation for Bids (IFB) to furnish, install, and maintain door access control systems on the Regional Office buildings at:

Region 1- Meetinghouse Business Center 2260 Butler Pike Suite 100, Plymouth Meeting, PA 19462

Region 2 - Gateway Business Center 6345 Flank Drive Suite 1000 Harrisburg, PA 17112

Region 3 - Purity Plaza 158 Purity Rd Suite A Pittsburgh, PA 15235

Note: *On site visits to each location above is required to be eligible to submit a bid for this IFB. Failure to visit each site prior to bid submission, shall result in the rejection of a bid. See “Mandatory Site Visits” section on page 3 of this IFB.*

ISSUING OFFICE

This Invitation for Bid (IFB) is issued by the PLCB, Purchasing and Contract Administration Division, Room 312, Northwest Office Building, Harrisburg, PA 17124-0001, email: naltavilla@pa.gov. Nicole Altavilla is the Issuing Officer and the sole point of contact at the PLCB for this IFB.

PLCB CONTRACTING OFFICER

The PLCB Contracting Officer is the PLCB official authorized to enter into and administer contracts and make written determinations with respect to contracts. The PLCB Contracting Officer is Joshua Greene, Acting Manager of Purchasing and Contract Administration, Room 312, Northwest Office Building, Harrisburg, PA 17124-0001.

SUPPLIER REGISTRATION

Contractors interested in submitting a bid must do so using the PLCB's online self-service Oracle Supplier Portal (the “Portal”), which is used to facilitate business with the PLCB. Contractors will be required to register in the Portal as a “Non-Merchandise” supplier of goods and services. During the registration process, every contractor will be required to complete a questionnaire to verify their supplier type (Merchandise or Non-Merchandise). Every contractor will also be required to enter the details of the “PLCB Purchasing team contact person”. This information can be found in the “**Issuing Office**” section on page 1 of this IFB.

Registration must be completed before a bid can be submitted or a Purchase Order (PO) fully executed. Information on how to register and related training can be found by clicking the link. **(Please Note: A PLCB Supplier number will NOT be immediately generated upon submission or registration. The request will be processed within 3-5 business days from date received.)**

<https://www.lcb.pa.gov/JoinOurTeam/Pages/ERP-Resources-for-Goods-and-Services-Suppliers.aspx>

After registration, contractors will use the Portal to manage and update account information, upload and view invoices, view and acknowledge POs and related documents, view payment information and track payment status.

It is the contractor's responsibility to ensure that the information contained in the Portal is accurate and complete. **Failure to update the Portal of any changes to supplier information may result in delayed payments.**

QUESTIONS

With the exception of asking questions during site visits, as discussed in the “Mandatory Site Visits” section on page 3 of this IFB, questions regarding this IFB must be submitted by email only, with the subject line entitled “IFB # 272437 Questions” to the Issuing Officer, Nicole Altavilla, at naltavilla@pa.gov no later than 12:00 p.m. ET on December 20 2024. Contractors shall not attempt to contact the Issuing Officer by any other means. All questions received will be answered in writing, and such responses shall be posted to the Department of General Services (“DGS”) website at www.emarketplace.state.pa.us and to the Portal as an addendum to the IFB by 4:00 p.m. ET on December 27, 2024.

Questions asked during site visits will be reproduced in writing and will be answered in writing. Responses shall be posted to the DGS website at www.emarketplace.state.pa.us and to the Portal as an addendum to the IFB by 4:00p.m. ET on December 13, 2024.

All questions and official responses are considered an addendum to, and part of, this IFB. The PLCB shall not be bound by any verbal information, nor shall it be bound by any written information that is not either contained within the IFB or formally issued as an addendum by the Issuing Office. The Issuing Office does not consider questions to be a protest of the specifications or of the solicitation.

CONTENT OF AND ADDENDA TO THE IFB

If the Issuing Office deems it necessary to revise any part of this IFB before the bid response date, the Issuing Office will post an addendum to the DGS website at www.emarketplace.state.pa.us as well as posting within the Portal. **It is the contractors’ responsibility to periodically check either system for any new information or addenda to the IFB. When an addendum is posted to the Portal, contractors who have already submitted a bid will receive a system-generated email notification alerting them to the change. Contractors must log into the Portal to review and acknowledge the addendum to have their bid considered. Failure to review and acknowledge the addendum will be considered a non-responsive bid and result in bid rejection.**

THE CONTENT OF THIS SPECIFICATION DOCUMENT AND ITS ATTACHMENTS AND ADDENDA SUPERSEDES ANY LANGUAGE IN THE PORTAL SHOULD THERE BE A CONFLICT. For example, if this specification contains requirements regarding bid validity or delivery date requirements, no language in the Portal (or contractor entry into the Portal, if solicited by an entry field) will change those requirements.

RESPONSE DATA

Contractors will submit their bids through the Portal. **ATTACHMENT #1 – BID FORM BOP-1206** must be signed in ink by an official authorized to bind the contractor to its provisions. **Failure to sign the Bid Form BOP-1206 shall disqualify the bid.** All applicable bid documents must be timely uploaded through the Portal. For this IFB, the bid must remain valid for at least sixty days. The contents of the bid of the successful Contractor will be incorporated into the contract.

See “**Supplier Registration**” section on page 1 of this IFB for more information on accessing the Portal, registering as a Supplier, and submitting a bid.

To be considered, contractors must submit their bid through the Portal on or before 1:00 PM ET on January 7, 2025.

Bids not received on time shall be rejected. ALL BIDS MUST BE SUBMITTED THROUGH THE PORTAL. EMAIL AND HARD COPY BIDS WILL NOT BE ACCEPTED AND SHALL BE REJECTED FOR ANY FURTHER CONSIDERATION.

The following documents must be included with each bid. Failure to include these required documents will be considered a non-responsive bid and result in bid rejection.

1. Attachment #1 –BOP-1206 Bid Form	Referenced on Page 2
2. Insurance Certificate	Referenced on Page 3
3. Attachment #2 – Proof of Site Visits (3 total)	Referenced on Page 3
4. Attachment #4 - BOP-2201 Worker Protection and Investment Certification Form	Referenced on Page 4
5. Attachment #5 – GSPUR-89 Reciprocal Limitations Act Requirements	Referenced on Page 4

PLCB CONTACT PERSON

The PLCB Contact Person, defined as the PLCB employee charged with the day-to-day supervision of the performance of the services and who interacts with the contractor for hardware and installation scheduling and software is the following for each region respectfully.

Region 1 - Chris Murphy, Assistant Regional Manager

Region 2 - Sherry Beinhower, Assistant Regional Manager

Region 3 - Robert Skelly, Assistant Regional Manager

MANDATORY SITE VISITS

Prior to submitting a bid, all contractors shall be required to visit the 3 PLCB Regional Offices to completely familiarize themselves with the needs and requirements of this IFB.

Mandatory Site Visit #1 will be held on December 9, 2024, at 11:00 AM ET for Region 1. Contractors shall **ask for Chris Murphy, Assistant Regional Manager, telephone 610-397-1979 when arriving at the building for the site visit.**

Mandatory Site Visit #2 will be held on December 10, 2024, at 11:00 AM ET for Region 2. Contractors shall **ask for Sherry Beinhower, Assistant Regional Manager, telephone 717-657-6112 when arriving at the building for the site visit.**

Mandatory Site Visit #3 will be held on December 11, 2024, at 11:00 AM ET for Region 3. Contractors shall **ask for Robert Skelly, Assistant Regional Manager, telephone 412-723-0118 when arriving at the building for the site visit.**

Attachment #2 - Proof of Site Visit must be signed by the contractor performing the site visit plus the PLCB official verifying the visit. It is the contractor's responsibility to secure the signature of the PLCB official before leaving each site. **Failure to return the signed Attachment #2 with the bid response for all (3) sites will disqualify the bid.**

Questions asked during the site visits will be reproduced in writing and will be answered in writing. Such responses shall be posted to the DGS website at www.emarketplace.state.pa.us and to the Portal as an addendum to the IFB by 4:00 p.m. ET on December 13, 2024.

INSURANCE

The contractor shall maintain the following insurance coverage during the term of the contract.

Documented evidence, such as a Certificate of Insurance or other proof acceptable to the PLCB that insurance will be extended to the contractor, must accompany the bid. Such policies shall name the PLCB as an additional insured on certificates when issued and contain a provision that coverage afforded under the policies will not be canceled or changed until at least (30) days prior written notice has been given to the PLCB :

- a. Workers Compensation Insurance sufficient to cover all the contractors' employees working to fulfill this contract in accordance with the Worker's Compensation Act of 1915 and any supplements or amendments thereof. Comprehensive General Liability Insurance and Property and Damage Insurance.
- b. The limits of such insurance shall be not less than \$1,000,000.00 for injury to or death of one person in a single occurrence and \$3,000,000.00 for injury to or death of more than one person in a single occurrence and \$500,000.00 for a single occurrence of property damage.

SAMPLE COST SHEET

ATTACHMENT #3 – Sample Cost Sheet has been attached to show contractors in more detail what is required to submit a complete bid. Line item pricing must be submitted through the Portal in its entirety with no variations or conditions. No other forms of pricing will be accepted. There is a section of the Portal to submit cost information. The Sample Cost Sheet does NOT have to be uploaded with the bid. Sample Cost Sheets will not be opened or reviewed if submitted. For this bid, quantities in the Portal, on the specifications, and on the Sample Cost Sheet are exact.

WORKERS PROTECTION CERTIFICATION

This procurement is subject to Executive Order 2021-06 Worker Protection and Investment. Contractors must complete **ATTACHMENT #4 - BOP-2201 Worker Protection and Investment Certification Form** and submit with the bid.

RECIPROCAL LIMITATIONS ACT REQUIREMENTS

This procurement is subject to the Reciprocal Limitations Act. Contractors must complete sections 3 and 4 of **ATTACHMENT #5 – GSPUR-89 Reciprocal imitations Act Requirements** and submit with the bid.

RUSSIA BELARUS CERTIFICATION

This procurement is subject to Act 57 of 2023 Russia Belarus Certification. The PLCB will certify the contractor's compliance with **ATTACHMENT #6 – BOP-2401 Russia Belarus Certification Form**. **Contractors are not required to complete this form.**

METHOD OF AWARD

This will be a single award contract to the lowest responsive, responsible contractor, whose bid will be determined by the Total Cost for all requirements and criteria set forth in this IFB. Upon award of the Contract, a Purchase Order (PO) will be issued with a Notice to Proceed indicating the date work may begin.

BID TABULATIONS RESULTS

Results of this bid will be posted within 48 hours to the DGS website at <http://www.emarketplace.state.pa.us/>. Bid results do not confer any contractual rights until a formal written contract has been executed by all necessary PLCB and Commonwealth officials and a NTP has been issued. Any additional information will require a Right to Know request found at <http://www.openrecords.pa.gov/RTKL/CitizensGuide.cfm>.

REJECTION OF INVITATION FOR BID /CANCELLATION OF SOLICITATION

The PLCB reserves the unqualified right to reject any and/or all bids received for this IFB, to waive technical defects or any informality in bids, and to accept or reject any part of any bid or to cancel this IFB, if, in its sole judgment, it is in the best interest of the Commonwealth.

TERM OF CONTRACT

The contract shall commence upon written Notice to Proceed and continue for three years from the date of functional installation.

TERMS AND CONDITIONS

The contract resulting from this IFB shall be governed by the PLCB's Standard Contract Terms and Conditions for Non-Merchandise Purchase Orders (Form 54-FA-2.0). Form 54-FA-2.0 is attached as **ATTACHMENT # 6 - Form 54-FA-2.0** and incorporated by reference.

PRIME CONTRACTOR RESPONSIBILITY

The contractor shall be required to assume responsibility for all services offered in this IFB. Further, the PLCB will consider the contractor to be the sole point of contact regarding all contractual matters.

SUBCONTRACTING

Subcontracting will not be permitted. The contractor selected must be responsible for all services provided on their bid.

INCURRING COST

The PLCB is not liable for any cost incurred by anyone prior to issuance of a Notice to Proceed letter. The PLCB will pay the contractor only for services rendered at the rates stated in the bid.

SCHEDULING OF WORK

Work schedule must be coordinated with and approved by the PLCB Contact Person for each region in advance.

PERMITS

The contractor shall be responsible for securing all necessary permits, including stamped architectural plans if required by the local municipality. The contractor shall also be responsible for all necessary inspections as required for final municipal approval.

SAFETY PRECAUTIONS

The contractor shall exercise all possible precautions in the selection and use of materials and equipment in order not to adversely affect human health, the building, or the property contained within. Where necessary, the contractor shall post warning signs calling attention to the presence of an unsafe condition(s) within the work area.

PROTECTION OF PLCB FACILITIES

The contractor shall effectively protect PLCB facilities, equipment, and inventory from dust, dirt, and damage during the installation of the door access system and remove protection at completion of the work.

CONTRACTOR LIABILITY

The contractor is responsible for any damages to the Regional Office buildings including all equipment which is a direct result of the actions of the contractor while on PLCB premises.

EMPLOYEE PERFORMANCE EXPECTATIONS/RIGHTS OF REMOVAL

The PLCB, in its sole discretion, will notify the contractor to remove and prohibit further use of any its employees who do not meet the PLCB's standards of performance.

Grounds for removal include, but are not limited to, habitual tardiness; use of electronic devices (e.g., cell phones and tablets) for personal purposes; rude, bullying, or offensive behaviors; harassing or discriminating

behavior towards PLCB employees, customers, or guests that otherwise violates federal, state, or local laws or PLCB policies; possession or use of alcohol or marijuana; possession or use of illegal substances; intoxication; lack of professionalism; sleeping on the job; conversing with acquaintances or personal visitors while performing contractual duties; excessively fraternizing with PLCB staff, customers, and guests; and any other behavior that may distract the contractor's employees from the performance of their contractual duties or which creates a threat to the health, safety, or welfare of PLCB employees, customers, or guests.

OFFSET PROVISION

The contractor agrees that the Commonwealth may set off the amount of any state tax liability or other debt or obligation to the Commonwealth or its subsidiaries that is owed to the Commonwealth that is not being contested on appeal against any payments due the contractor under this or any other contract with the Commonwealth.

INVOICING

Upon delivery of the item(s) or service(s), the contractor will be required to create and submit their invoice(s) through the Portal. Invoices must include the PO number and all changes must be itemized, providing the description and date. Amounts charged must match the charges referenced on the IFB and PO line item. Invoices will only be paid if record of services and /or materials provided is documented and confirmed by the PLCB.

If assistance is needed to create and submit an invoice via the Portal, please review the course on how suppliers enter an invoice in the Portal and/or quick reference guide located on PLCB's public website at the following link.

<https://www.lcb.pa.gov/JoinOurTeam/Pages/ERP-Resources-for-Goods-and-Services-Suppliers.aspx>

PAYMENT INQUIRES/QUESTIONS

Any questions or inquiries concerning payment of invoices shall be emailed to Comptroller Operations at ra-plcbexceptionprocess@pa.gov.

PAYMENT

The PLCB shall put forth reasonable efforts to make payment of undisputed amounts billed, less applicable credits, within 30 days of receipt of a proper invoice. A "proper" invoice is not received until it has been submitted to the Portal and the PLCB accepts the service as satisfactorily performed and goods satisfactorily received.

The PLCB will make contract payments through Automated Clearing House (ACH). Within 10 days of award of the contract the awarded contractor, must submit or must have already submitted their ACH Information within their user profile in the Portal.

The contractor must submit a unique invoice number with each invoice submitted. The unique invoice number will be listed on the PLCB's ACH remittance advice to enable the contractor to properly apply the State Agency's payment to the invoice submitted.

It is the responsibility of the contractor to ensure that the ACH information contained in the Portal is accurate and complete. Failure to maintain accurate and complete information may result in delays in payment.

INSPECTION

The PLCB, at its option, will inspect completed work to ensure performance is satisfactory.

INVITATION FOR BID 272437

SCOPE OF WORK

Contractor will provide and install a new Door Access Control System to work with the PLCB's current proximity cards. Bid must include use of the Lenel OnGuard 8.2 Software or a comparable option subject to the PLCB's approval.

Region 1 will require the Door Access Control System be comprised of 2 proximity card readers controlling 2 doors (exterior), door controller (number TBD upon site visit), software to manage approximately 20 card holders. Physical key cards will be supplied by PLCB.

Region 2 will require the Door Access Control System be comprised of 8 proximity card readers controlling 8 doors (5 exterior 3 interior), door controller (number TBD upon site visit), software to manage approximately 80 card holders. Physical key cards will be supplied by PLCB.

Region 3 will require the Door Access Control System be comprised of 7 proximity card readers controlling 7 doors (6 exterior 1 interior), door controller (number TBD upon site visit), software to manage approximately 50 card holders. Physical key cards will be supplied by PLCB.

Note: TBD numbers will be defined after the conclusion of the three (3) Site Visits. These updates will be posted on www.emarketplace.state.pa.us and to the Portal as an addendum to the IFB by 4:00p.m. ET on December 13, 2024.

The proposed software program must be capable of the following:

- Licensing to support one user at each location that can operate concurrently, for a total of 3 licenses.
- Doors must be able to be kept physically locked during a power outage.
- Running various reports on card holder activity and door activity.

The proposed software program must be an on-premises solution for PLCB access. Cloud-based solutions shall not be offered and will be deemed non-responsive.

Contractor will work with the PLCB for testing and commissioning of the new system. Contractor will provide training and training materials to the PLCB on the new system at each site locations at a mutually agreeable date and time within 1 business day of the completion of any installation or, if necessary, software update.

Installation of new system must be completed within one day at each location. Work will be performed during normal business hours, and the contractor will have free and clear access to all work areas during installation. Normal business hours are Monday-Friday, 8:00 a.m. to 4:30 p.m.

Once the project is completed contractor will have provided and installed a completely tested and functional Door Access Control System at each location with adequate training and training materials for PLCB staff.

Contractor will provide 3 full years of software support and manufacturer's warranty that accompanies the Door Access Control System and/or any of its components.

Software maintenance and updates is required for 3 full years.

Remote customer service support is required for trouble shooting when an on-site visit is not required throughout the 3 year term of service and support.

Any required repairs to the Door Access Control System and/or any of its components must be responded to on-site by the contractor within 24hours of contact by the PLCB for the first 6 months following installation or after any software update. Thereafter, and absent any software update, on-site response by the contract is to be within 1 business day of contact by the PLCB for the

remainder of the contract.

PLCB RESPONSIBILITIES

- Provide PoE switches
- Provide required network ports
- Provide network connectivity and sufficient bandwidth
- Provide Electric tie-in and conduit
- CAD drawings are not included
- PE stamped drawings are not included