

PENNSYLVANIA LIQUOR CONTROL BOARD
INVITATION FOR BID 274669
WASTE AND RECYCLING REMOVAL
PHILADELPHIA AREA FINE WINE & GOOD SPIRITS STORES

OVERVIEW

The Pennsylvania Liquor Control Board (PLCB) is seeking a Contractor to provide Waste and Recycling Removal Services for approximately 160 Fine Wine & Good Spirits stores in Philadelphia, Bucks, Chester, Delaware, and Montgomery counties in accordance with the specifications set forth in this Invitation for Bid (IFB).

ISSUING OFFICE

This Invitation for Bid (IFB) is issued by the PLCB, Purchasing and Contract Administration Division, Room 212, Northwest Office Building, 910 Capital Street, Harrisburg, PA 17124-0001. Antoinette Lachina is the Issuing Officer **and the sole point of contact at the PLCB for all matters regarding this IFB- Email alachina@pa.gov.**

PLCB CONTRACTING OFFICER

The PLCB Contracting Officer is the PLCB official authorized to enter into, and administer, and make written recommendations with respect to the contracts. The PLCB Contracting Officer is Tammy Wenrich, Manager of Purchasing and Contract Administration, Room 212, Northwest Office Building, 910 Capital Street, Harrisburg, PA 17124-0001.

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 at the FWGS stores and who interacts with the Contractor at the work site, is Christina Hauser, Regional Manager, Meetinghouse Business Center, 2260 Butler Pike Suite 100, Plymouth Meeting, PA 19462.

MANDATORY SITE VISIT

Prior to submitting a bid, all potential Contractors must visit each mandated site listed below to completely familiarize themselves with the geographic requirements of this IFB. The incumbent Contractor shall be exempt from the mandatory site visit requirement. Site visits will be facilitated during the week beginning January 19th, 2026 and can be requested by contacting Antoinette Lachina at alachina@pa.gov.

ATTACHMENT #1- PROOF OF SITE VISIT FORM

Each contractor performing a mandatory site visit must submit the required Form. The Form must be signed by the Contractor and the PLCB official verifying the visit. A completed and signed Form is required for each mandatory site visit location. **Failure to return the signed Form for each location**

listed below will disqualify your bid.

MANDATORY SITE VISIT LOCATIONS

1. **Fine Wine & Good Spirits Store #5104**
1940 S Christopher Columbus Blvd
Philadelphia, PA 19148-2804
2. **Fine Wine & Good Spirits Store #2344**
1014 Baltimore Pike
Springfield, PA 19064-3733
3. **Fine Wine & Good Spirits Store #4655**
900 Forge Ave, Suite B-2
Norristown, PA 19403-2150
4. **Fine Wine & Good Spirits Store #1516**
933 Paoli Pike
West Chester, PA 19380-4527
5. **Fine Wine & Good Spirits Store #0934**
132 Veterans Ln, Bldg. C
Doylestown, PA 18901-8901

QUESTIONS

Except for questions asked during “Mandatory Site Visits” outlined on page 1 of this IFB, all questions regarding this IFB must be submitted by email only, with the subject line entitled “IFB # 274669 Questions” to the Issuing Officer, Antoinette Lachina, at alachina@pa.gov no later than 4:00 p.m. ET on January 23, 2026. 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 January 26, 2026.**

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 **4:00 p.m. ET on January 26, 2026.**

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 CONTENTS OF THIS SPECIFICATION DOCUMENT AND ITS ATTACHMENTS AND ADDENDA SUPERCEDES ANY LANGUAGE IN THE PORTAL IN THE EVENT THERE IS 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 via an entry field) will change those requirements.

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 Contractor's 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.**

RESPONSE DATA

Contractors must submit their bids through the Portal. Bids not received on time shall be rejected. **EMAIL AND HARD COPY BIDS WILL NOT BE ACCEPTED AND SHALL BE REJECTED FOR ANY FURTHER CONSIDERATION.**

ATTACHMENT #2 – 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 your 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.

To be considered, **Contractors must submit their bid through the Portal on or before 12:00 p.m. February 9th, 2026.** See the **Supplier Registration** section on page 4 of this IFB for more information on accessing the Portal and registering as a Supplier.

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

1. Attachment #2 - BOP-1206	Referenced on Page 3
2. Bid Bond	Referenced on Page 5
3. Performance Bond	Referenced on Page 5
4. Waste Hauler Permit (Including Subcontractors)	Referenced on Page 10
5. Attachment #1 – Proof of Site Visit Forms (5 total)	Referenced on Page 1
6. Attachment #3 – Sample Cost Sheet	Referenced on Page 4
7. Attachment #4 – Store Listing	Excel File
8. Attachment #5 – BOP-2201 Worker Protection and Investment Certification Form	Referenced on Page 4
9. Attachment #6 – GSPUR-89 Reciprocal Limitations Act Requirements	Referenced on Page 4
10. Attachment #7 – BOP-2401 Russia Belarus Certification	Referenced on Page 4

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 in 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 must be exact.

WORKERS PROTECTION CERTIFICATION

This procurement is subject to Executive Order 2021-06 Worker Protection and Investment. Contractors must complete **ATTACHMENT #5 - 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 #6 – GSPUR-89 Reciprocal Limitations 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 #7 – BOP-2401 Russia Belarus Certification Form**. Contractors are not required to complete this form.

METHOD OF AWARD

This is a single award contract to the lowest responsive and responsible bidder whose bid, determined by the Total Cost for all prices, meets the 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 contract term.

INSURANCE

For each year of the contract, the selected Contractor shall furnish a Certificate of Insurance indicating that the following insurance coverage is in force 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 thirty (30) days prior written notice has been given to the PLCB:

- a. Workers' Compensation Insurance sufficient to cover all of the Contractor's employees working to fulfill this contract in accordance with the Worker's Compensation Act of 1915 and any supplements or amendments thereof.
- b. Comprehensive General Liability Insurance and Property and Damage Insurance. 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.

BID BOND

Each bid must be accompanied by a Bid Bond in the amount of five thousand dollars (\$5,000.00) payable to the Commonwealth of Pennsylvania, Pennsylvania Liquor Control Board, as a bid guarantee. The bid guarantee will be forfeited as liquidated damages by the successful bidder if the bidder fails to comply with the terms of the bid. **Failure to include a five thousand-dollar (\$5,000.00) Bid Bond with your bid shall disqualify your bid immediately.**

PERFORMANCE BOND

For each year of the contract, the selected Contractor shall be required to submit a Performance Bond, or other performance guarantee acceptable to the PLCB, in the amount of ten thousand dollars (\$10,000.00). **Documented evidence that surety can be furnished must accompany the bid. This documented evidence is obtainable from your surety.**

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. Any additional information will require a Right to Know request found at <http://www.lcb.state.pa.us/portal/server.pt/community/bidopportunities/19114>.

REJECTION OF INVITATION FOR BID QUOTES

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 on the Effective Date, which will be defined in the Notice to Proceed and reflects the last date on which all required Commonwealth approvals are received and will continue for one year from the Effective Date. The PLCB reserves the right to renew this Contract for four additional years which can be exercised in monthly or yearly increments at its sole discretion.

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-2.1). Form 54-FA-2.1 is attached hereto as **ATTACHMENT #4 – Form 54-FA-2.1** and incorporated by reference. These terms are not negotiable. It is implied that any Contractor submitting a response to this IFB agrees to be bound by these terms should they be selected as the successful Contractor.

REQUEST FOR RATE ADJUSTMENT

There will be no adjustments to the rates in the first year of the Contract.

The following conditions and requirements apply:

- a. The Contractor must make application for the increase, to be effective as indicated below, by notifying the PLCB Contracting Officer in writing of the new rates and effective date no later than fifteen (15) calendar days prior to the end of the previous Contract year.
- b. The PLCB shall notify the Contractor in writing of its agreement/disagreement of the new rate.
- c. New rates shall be effective on either the first day of the new Contract Option Year or at a later date if so requested by the Contractor. **The Contractor agrees that failure to apply for CPI-W increase on a timely basis as required in subsection above will result in Contractor's waiver of CPI-W increase for that Contract year.**

The CPI-W for **October 2025** will be the **base month**.

The rates paid during the period from **Notification to Proceed through the first Contract year** shall be the **rates listed on the IFB**.

The percentage change for the rate in the **first optional Contract year** shall reflect the percentage change in the CPI-W from **the base month to October 2026** CPI-W.

The percentage change for the rate in the **second optional Contract year** shall reflect the percentage change in the CPI-W from **October 2026 to October 2027** CPI-W.

The percentage change for the rate in the **third optional Contract year** shall reflect the

percentage change in the CPI-W from **October 2027 to October 2028** CPI-W.

The percentage change for the rate in the **fourth optional Contract year** shall reflect the percentage change in the CPI-W from **October 2028 to October 2029** CPI-W.

PRIME CONTRACTOR RESPONSIBILITY

The selected Contractor is responsible for all services required in this IFB. Further, the PLCB will consider the selected Contractor to be the sole point of contact with regard to contractual matters.

SUBCONTRACTING

Any use of subcontractors by the Contractor must be identified in the bid. During the project period, use of any subcontractors by the selected Contractor not previously identified in the bid, must be approved in writing by the PLCB prior to any work being done.

The selected prime Contractor shall be responsible for all services offered in its bid whether or not it produces them. The prime Contractor shall be the sole point of contact with regard to contractual matters.

INCURRING COST

The PLCB is not liable for any cost incurred by anyone prior to issuance of a contract. The PLCB will pay the Contractor only for services rendered at the rates stated in the contract.

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 and is not being contested on appeal against any payments due the Contractor under this or any other contract with the Commonwealth.

INVOICING

Upon award of the Contract, a Blanket Purchase Agreement (BPA) will be issued. Individual Purchase Orders (PO) will be created for each location. Invoices must include the PO number, and all charges must be itemized, providing the description and date. Amounts charged must match the charges referenced on the IFB and the PO line item. Invoices will only be paid if record of services and/or materials provided is documented and confirmed by the PLCB. Invoices shall be forwarded to Comptroller Operations LCBS, PO Box 12025, Harrisburg, PA 17108-2025.

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.

PAYMENT INQUIRES/QUESTIONS

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

PENNSYLVANIA LIQUOR CONTROL BOARD

INVITATION FOR BID 274669

WASTE AND RECYCLING REMOVAL

PHILADELPHIA AREA FINE WINE & GOOD SPIRITS STORES

SCOPE OF WORK

The Contractor shall provide all labor and equipment necessary to remove approximately 65 tons per month (total tonnage for all locations) of waste from approximately 160 Fine Wine & Good Spirits Stores located in Bucks, Chester, Delaware, Montgomery, and Philadelphia Counties.

Waste to be removed may include, but is not limited to, corrugated cartons, cardboard packaging, wooden cases, broken glass, and general rubbish generated at the store locations.

Waste will be removed by hand pick up from each locations stock room; the PLCB will not be required to place materials in containers prior to collection.

The required frequency of removal services for each store location is identified in Attachment #3-Store Listing.

PICK UP SCHEDULE

The Contractor must arrange the pickup schedule with each Store Manager, which includes the day of the week and the time. **ALL PICKUPS MUST BE DURING STORE HOURS.**

DEFINITION OF PICK-UP SCHEDULE

WEEKLY	One pickup allowed every seven days.
TWICE PER WEEK	Two pickups allowed within a seven-day period.
BI-WEEKLY	Two pickups allowed within a thirty-one-day period with a minimum of fifteen days in between pickups.
MONTHLY	One pickup allowed per month with a minimum of thirty days between pickups.
EXTRA PICK UPS	Contact person or the Store Manager must authorize prior to pick up.

EXTRA PICK UPS

The Contractor agrees to make additional pickups to keep the locations free of any large accumulation during the holiday season or emergencies. During the holiday season, two or three additional pickups per week at certain locations may not be unusual. All additional pickups must be requested by the Contact person, Store manager, or Procurement Staff. Additional pickups are expected to be completed within 24 hours of the request being made, unless otherwise stated at the

time of the request.

ADDITION/DELETION OF LOCATIONS

The PLCB reserves the right to add or delete locations to/from this contract by giving five days verbal notice by the Issuing Office. The notice will be confirmed by a Purchase Order issued by the Issuing Office.

The addition of any locations will incur the cost quoted for other locations in that County.

CRITERIA FOR QUALIFICATIONS

Bidders must meet all eligibility requirements. Bidders who fail to meet all of the following eligibility requirements will result in bid rejection.

1. The Contractor (and any Subcontractors utilized to transport waste) must possess a valid Waste Hauler Permit issued by the Pennsylvania Department of Environmental Protection (DEP) of the Contract. Bidders must provide a legible copy of their valid Waste Hauler Permit for any subcontractors they plan to utilize in performance of this IFB.

CONTRACTORS MUST POSSESS A VALID WASTE HAULER PERMIT FOR THE CITY OF PHILADELPHIA, PHILADELPHIA COUNTY - AND THE COUNTIES OF BUCKS, CHESTER, DELAWARE AND MONTGOMERY.

2. **NO BROKERS:** Brokers are not permitted to bid on this IFB. A Broker is defined as a person or company that purchases or arranges services for a permitted waste hauler and acting as an intermediary between the agency and the waste hauler not actually performing the service.