

Statement of Work
Department of Corrections – Manufacturing Parts & Supplies

I. CONTRACT SCOPE/OVERVIEW: This Invitation to Bid (IFB) will provide materials to support the PA Department of Corrections (DOC), Bureau of Correctional Industries' manufacturing and laundry plants located throughout the Commonwealth of Pennsylvania.

II. PROJECT DESCRIPTION: Through this IFB, the DOC will award contracts by manufacturer brand for each lot. The supplier offering the largest discount off the "retail" price or "MAP" (minimum advertised price) for each stated manufacturer brand who is deemed responsive and responsible, will be issued a contract. Award of a contract to a Supplier is not a guarantee of business. There are nine (9) separate Product Categories for this IFB which are: (1) Industrial Sewing Machines & Related Sewing Machinery; (2) Sewing Machine Parts & Consumables; (3) Apparel Production Tools; (4) Apparel Production Materials; (5) Industrial Laundry Equipment Parts; (6) Mattress Production Materials; (7) Printing Press Equipment Parts & Materials; (8) License Plate Equipment Parts; and (9) Metal Fabrication Equipment Parts. The DOC reserves the right to add additional product categories through supplemental solicitations.

III. EXCLUSIONS: This contract will only cover equipment, parts, and supplies to support PA Correctional Industries' manufacturing plants in State Correctional Industries through the Commonwealth. This contract does not cover materials, equipment, parts and supplies available on other statewide contracts or Department of Corrections contracts.

IV. TERM OF CONTRACT: This is a two-year contract with the option of three one-year renewals.

V. TYPE OF CONTRACT: If the Issuing Office enters into a contract(s) as a result of this IFB, it will be an "Established Price Contract" and will contain the Contract Terms and Conditions (Exhibit 2) attached to this IFB.

Quotes are required to be solicited from all vendors within a lot for purchases exceeding \$50,000. Multiple quotes are not required for purchases below the \$50,000 threshold.

VI. PRODUCT CATEGORY DESCRIPTIONS:

- a. Industrial Sewing Machines & Related Sewing Machinery: Sewing machines specifically built for long term, professional sewing projects. Related machinery includes but is not limited to button hole machines, single and double needle sewing machines, bar tack, surge, elastic machines and related machinery.
- b. Sewing Machine Parts & Consumables: Industrial sewing machine components,

including but not limited to: springs, screws, needle clamps, belts, pulleys, and brackets. Industrial sewing machine parts which require periodic replacement, including but not limited to needles.

- c. Apparel Production Tools: Tools used in the production of garments, including but not limited to: feed rails for cutting tables, automatic trimmers, cloth drills, scissors, nips, silk screening tools.
- d. Apparel Production Materials: Materials used for the production of apparel, including but not limited to zippers, buttons, thread, barrel locks, snaps, etc.
- e. Industrial Laundry Equipment Parts: Industrial laundry machine parts, including but not limited to: fittings, filters, temperature probes, photoeyes, sensors, switches, and belts. Current laundry equipment brands include, but are not limited to, Air Chicago, American Dryer Corp, Energetics, Felins, G.A. Braun, Kaeser, Kemco, Milnor, Rapiscan and Sullair.
- f. Mattress Production Materials: Materials used in the production of mattresses, including but not limited to foam, springs, cotton, mattress bags, pillow batting, thread/binding, etc.
- g. Printing Press Equipment Parts and Materials: Industrial printing press machine parts, including but not limited to: brush wheels, belts, press blanket, rollers. Materials used in the operation of industrial printing press machines, including but not limited to roller cleaner, varnish, etc.
- h. License Plate Equipment Parts: Industrial license plate equipment parts. Current license plate equipment includes, but is not limited to, HPM Stamping Machine, Beckwood Stamping Machine, Cincinnati Stamping Machine, Bijur Stamping Machine, Rollercoating Machine, and Federal Blanker.
- i. Metal Fabrication Equipment Parts: Industrial metal fabrication equipment parts. Current metal fabrication equipment includes, but is not limited to, Cincinnati Presses, Scotchman Ironworker, Geka Ironworker, Bridgeport Lathe, Murata Wiedemann Punch Press, Do-All Bandsaw, Metal Mizer Bandsaw, Pedrick Pipe Bender, Miller Welders, J.R. Wald Paint Line, ITG Gema Paint Guns, and Spot Welders & Chillers.

VII. DOC LOCATIONS: The following is a list of State Correctional Institutions (SCI) throughout the Commonwealth which include manufacturing or laundry plants. Locations may be added throughout the life of the contract at the discretion of the DOC. Bidders must be able to supply all DOC manufacturing and laundry plants without geographical limitations.

- a. SCI-Benner Township, 301 Institution Drive, Bellefonte PA 16823
- b. SCI-Dallas, 1000 Follies Road, Dallas PA 18612
- c. SCI-Frackville, 1111 Altamont Blvd, Frackville PA 17931
- d. SCI-Greene, 169 Progress Drive, Waynesburg PA 15370
- e. SCI-Huntingdon, 1100 Pike Street, Huntingdon PA 16654
- f. SCI-Mercer, 801 Butler Pike, Mercer PA 16137
- g. SCI-Muncy, 6454 State Route 405, Muncy PA 17756
- h. SCI-Phoenix, 1200 Mokychic Drive, Colledgeville PA 19426
- i. SCI-Somerset, 1590 Walters Mill Road, Somerset PA 15510
- j. SCI-Waymart, Route #6, Waymart PA 18472

VIII. PRICE SUBMISSION AND INSTRUCTIONS: Suppliers will submit their pricing responses utilizing the Exhibit 3 Bid Sheet Excel spreadsheet. When completing the Bid Sheet, Suppliers are to select the "drop down arrow" in the "Product Category" column and select one of the nine (9) options for the Product Category. Bidders for multiple product categories must complete separate line items for each category.

The Bidder is to complete the yellow cells in the Bid Sheet.

The Manufacturer Brand Name column is to contain the "Brand" that is being offered NOT the manufacturer of the brand. If there is more than one "Brand" from a manufacturer that you intend to bid it must be listed on a separate line.

The "Link to Manufacturer's Brand Website" column must contain the forward facing or public facing website address of the Manufacturer, or Bidder can attach their separate price lists from the Manufacturer- both must contain the products, descriptions, SKUs, and pricing for the "Product Category" selected.

The "Discount by Brand is a percentage (%) discount off the forward facing or public facing price as found on the website address or a percentage (%) discount off the Bidder List price, and remains fixed for the entire term of the contract and all renewals. Only one percentage discount can be applied per Brand. The supplier at any time can offer a greater percentage (%) discount off any order but cannot reduce the percentage (%) discount. The percentage discount should contain a numeric figure not to exceed four (4) digits (example: 28.46%).

Suppliers are required to provide an authorization letter from the manufacturer stating the Supplier is authorized to sell the manufacturer's specific Brand(s) to the Commonwealth with their electronic bid submission.

The Commonwealth Terms and Conditions (Exhibit 2) shall supersede any terms and conditions referenced on vendors submitted price list.

IX. AWARDS: Unless the DOC rejects all bids, and except as otherwise provided by law, DOC will award a contract by issuing a copy of the fully executed and approved contract documents to the responsible and responsive Bidder with the greatest percentage (%) discount off the forward-facing pricing as found on the website address provided; or the greatest percentage (%) discount off the Bidders list price.

- a. To be eligible for Contract award, a Bidder must be a manufacturer, wholesaler, dealer, distributor, or reseller of the offered goods.
- b. The bidder must be able to supply all DOC manufacturing and laundry plants without geographical limitations.
- c. In the event of a tie for the same manufacturer's Brand, Procurement Policy will be followed to determine the award.

X. MANUFACTURER'S AUTHORIZATION: If the Bidder is not a manufacturer, it must be an authorized manufacturer's agent of the offered Brands/products and are required to provide the DOC with a current signed and dated manufacturer's authorization letter on the manufacturer's letter head. Brands must be identified/listed in this required authorization letter. A manufacturer's authorization letter must be returned with the supplier's electronic bid for each Brand submitted. Failure to provide the requested documentation may result in rejection of your bid. In the event a Manufacturer bids directly and is awarded a contract, the Manufacturer will be required to service the accounts directly. Multiple Brands from the same Manufacturer may appear on the same authorization.

If the Bidder sells through a manufacturer's authorized distributor, the Bidder must certify in writing by providing the DOC a current signed and dated authorized distributor's written authorization to the Bidder permitting the Bidder to sell the manufacturer's specific "Brands" as indicated on Exhibit 3 Bid Sheet. The written authorization must state that the authorized distributor has the authority to pass the manufacturer's sales through to the reseller/Bidder. Brands must be identified/listed in this required authorization letter.

XI. BIDDING OVERVIEW: Bidders are required to submit their bids electronically at www.pasupplierportal.state.pa.us. If your company is not registered as a supplier with the Commonwealth, please do so by completing an online registration at this site. Please reference the [Supplier Service Center](#) for additional information and assistance with the registration and bidding processes.

Bidders are to complete and upload the following documents to their bid response:

- a. Completed Exhibit 3 Bid Sheet
- b. Worker Protection and Investment Certification Form (BOP-2201).

- c. Completed GSPUR89 Reciprocal Limitations Act, the State of Manufacture & Bidder's Residency Form portion.
- d. Manufacturers Authorization Letter for "Brands" offered.

Failure to attach the documents listed above may result in the Bidder's bid being deemed non-responsive.

XII. SUPPLEMENTAL SOLICITATIONS: Additional "Brands" or product categories may be added to this contract through supplemental solicitations periodically, as determined by the Issuing Office. The DOC reserves the right to add additional product categories through supplemental solicitations.

XIII. PRODUCT SAMPLES: The DOC reserves the right to request product samples. Any items provided for this purpose shall be provided on a temporary basis and returned to the Supplier upon the expiration of the contract or earlier. Under no circumstances shall these items be retained by the requesting Agency. The Supplier shall be responsible for any costs associated with the delivery or return of samples.

XIV. REPLACEMENT ITEMS/ SUBSTITUTIONS: The contract is brand specific items. Suppliers are not permitted to substitute similar items or another brand of item other than the acceptable brand specified in the contract unless given prior written approval by the DOC. If a replacement product is requested for shipment by the Supplier due to brand/label and/or pack change, it must be authorized and approved by the DOC contract manager prior to the Supplier shipping the replacement product.

XV. CONTRACT DELIVERABLES: Items purchased under this contract must be new. A "new" product is one for which the Purchaser will be the first user after the product is manufactured or produced.

XVI. SALE/CLEARANCE/DISCONTINUED PRODUCTS: The DOC is permitted to purchase Sale, Clearance, or Discontinued items when the forward facing or public facing (sale, clearance, discontinued) price as found on the website address is equal to or greater than the applied "Discount from Retail" percentage (%) price. Otherwise, the "Discount from Retail" offered by the Supplier is to be applied.

XVII. INCURRING COSTS: The Commonwealth is not liable for any costs or expenses incurred by suppliers in the preparation of their bids. Credit card payment must be accepted through a resulting contract for any invoice up to \$10,000. Credit card fees cannot be passed on to the Commonwealth.

XVIII. SHIPPING AND DELIVERY: Supplier prices (forward facing or public facing price as found on the website address minus the fixed percentage discount) are to be FOB Destination and shall include all transportation, delivery and handling charges. All deliveries

are to be forwarded to the address specified on the Purchase Order. Deliveries must adhere to the DOC delivery and security requirements specified on the Purchase Order. Any items provided that are deemed unacceptable upon delivery and subsequent inspection shall be replaced by the Supplier at their expense.

- a. Suppliers are required to notify the DOC within forty-eight (48) hours after receipt of order if an ordered item is out of stock and to provide the lead time associated with stock replenishment.
- b. The DOC is permitted to cancel an order at no cost and obtain the item(s) off contract following the appropriate sections of the Procurement Handbook and all procurement guidelines established by the Commonwealth if either of the following conditions exist:
 - i. Should the entire order not be anticipated to become available for delivery within thirty (30) calendar days of the order;
 - ii. Suppliers are required to notify the DOC of any anticipated back orders or delivery delays with a revised delivery date within forty-eight (48) hours after receipt of order. The DOC shall have the right to accept the revised delivery date or cancel the item(s) from the order and obtain the items off contract, following the appropriate sections of the Procurement Handbook and all procurement guidelines established by the Commonwealth of Pennsylvania.
- c. All orders shipped to the DOC must be accompanied with a Packing Slip referencing the Purchase Order Number and Date, Ship-to address, Supplier name, and any additional information requested by the ordering Agency.
- d. Any reference to alternate terms and conditions on price lists, such as "F.O.B. Shipping Point" or "prices subject to change," will be disregarded by the Commonwealth and will not be part of any contract with the Supplier.

XIX. INQUIRIES: Direct all questions concerning this IFB to: Amanda Wasko at amawasko@pa.gov