

Statement of Work

I. SCOPE OF WORK:

The Commonwealth of Pennsylvania, Department of Corrections, requires a Human Presence Detection System for State Correctional Institution (SCI) Fayette at 50 Overlook Drive, La Belle, PA.

II. ISSUING OFFICER

Questions regarding the bidding or contracting procedures should be directed towards Courtney Vehar, email address cvehar@pa.gov

III. CONTRACT REQUIREMENTS

Contractor will provide the following:

One (1) MicroSearch G4.0 Human Presence Detection – Semi-Rugged Standard Wireless System to include the following

- (1) MicroSearch G4.0 Laptop with latest MS Software
- (1) MicroSearch G4.0 Control Box
- (3) MicroSearch Wireless Vehicle Sensor (including 1 spare)
- (2) MicroSearch Wireless Ground Sensor (including 1 spare)
- (4) MicroSearch 3' Receiver Cable (including 1 spare)
- (3) MicroSearch Wireless Receiver
- (4) Antenna Cables
- (1) MicroSearch G4.0 User Manual
- (1) MS Custom Transit Case

One year Maintenance and Service Support

Contractors submitting bids for makes other than the requested model must include the following in the bid response:

- Complete identification of the product by the trade name, brand and/or model number
- Descriptive literature and data with respect to the substitute material
- Indicate any known specification deviations from the referenced material

All material to be shipped F.O.B. destination.

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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.

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 this 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.

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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.
- 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. 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>