

**INVITATION FOR BID**  
**RFX# 6100060741**  
**SCOPE OF WORK**  
**PHOTO FINISH PHOTOGRAPHY SERVICE**

**OVERVIEW:** The PA Department of Agriculture, Bureau of Standardbred Horse Racing is seeking a vendor to supply photo finish services at various fairs in Pennsylvania.

**SPECIFICATIONS:** The prospective bidder shall supply all photo finish equipment and services to each fair which conducts harness racing. This shall include all travel expenses, camera, film (if not digital), processing both negatives and prints, equipment to read beaten lengths for the charter, radio communication between photo booth and judges stand, and a qualified person to operate the equipment.

The fair season begins June 1, 2024 and ends October 31, 2024. The fair schedule is finalized and as of this date there are 50 races scheduled but actual days may be more or less.

**Proof of Visit:** Prospective bidders shall be required to visit the site of the proposed work, examine carefully the specification and thoroughly familiarize themselves with the existing conditions and determine to their own satisfaction, the character and extent of the work to be completed under this contract, before submitting a bid. A site visit shall be the absolute responsibility of the prospective bidder.

A site visit must be scheduled with Kelly Atchamou, Bureau of Horse Racing Manager at phone: 717.783.8725.

A *Proof of Visit Form* is attached to the IFB which must be signed at the time field visit takes place. The completed form must be submitted with detailed proposal.

**Proof of Work Protection:** 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 are in compliance with 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 submitted with the bid, proposal or quote.

**Proposal:** Vendor must provide as part of the bid a detailed proposal of the planned process and equipment to complete the scope of work. All equipment, labor, and transportation expenses should itemize and included in bid price.

The bid will be awarded to the most qualified bidder with the lowest bid.

**CONTRACT PERIOD/RENEWAL OPTION:** The contract shall be in effect from the date of a fully executed contract to June 30, 2025, for a period of (1) year. At the conclusion of the aforementioned period and by mutual consent of both parties, the Contract may be extended for four (4) additional one (1) year renewal options upon the same Terms and Conditions as stated in the original.

**COST:** The Agency will notify in writing the responsible Contractor whose proposal is determined to offer the best value to the Commonwealth as determined by the Issuing Office after taking into consideration all of the evaluation factors. Price will be used as the primary best value factor but other considerations such as delivery times, availability, past performance, and soundness of approach will also be utilized.

**Due:** All responses to this RFQ are due by **Wednesday, April 3, 2024 at 10:00 AM EST.**