

Department of Corrections Training Academy
Statement of Work for Dry Goods supply for July, August, and September 2025

Bid Specifications:

The Commonwealth of Pennsylvania, Department of Corrections is looking for a supplier to supply The Department of Corrections (DOC) Training Academy (1451 N. Market Street Elizabethtown PA 17022) with Dry Goods for the time period of July, August, and September 2025 starting 07/01/2025 to 09/30/2025 Items must meet product specifications as outlined in the solicitation. No alternate unit of measures (UOM) will be accepted. Invoice UOM must match the issued purchase order.

The requested product quantities are provided as an estimate for the requested time period noted above (quarter). The Training Academy maintains the right to increase/decrease estimated quantities using the same price quoted during the term of agreement. The Training Academy Food Service Manager will contact the awarded supplier and request periodic deliveries throughout the term of the purchase order. Vendors must deliver requested products within 48 hours.

The awarded supplier is required to provide the specific products as outlined on the Purchase Order (PO). All product will be inspected before they are received by the DOC Training Academy. The DOC reserves the right to reject any product that do not meet the food specifications outlined in the solicitation.

Any questions related to the bid must be sent to the Issuing Office on this Solicitation. (Leslie Cherry email address (ra-docpurchasing@pa.gov)

REQUIREMENTS:

The awarded supplier will be required to attend a kickoff within 3 business days after the bid has been awarded. The meeting time and date will be scheduled by contacting the DOC Training Academy Food Service Manager, Shane Hiner at 717.361.4321 or shiner@pa.gov.

The Department of Corrections Training Academy's delivery address is 1451 N. Market Street Elizabethtown PA 17022. Deliveries to be unloaded at Receiving/Loading dock of the Training Academy. Nutritional specification sheets with the bid response that indicates specifications, yield, packaging, and nutritional information.

Payment Terms:

1. Contractor will invoice The Training Academy monthly for amount of product actually provided on the day of delivery. The price listed shall remain fixed for the initial term of the contract.
2. Invoices for this contract must be either emailed or sent to the following address:

Submit invoices via email to RA-OB69180@pa.gov or mailed
Commonwealth of PA –PO Invoice
P.O. Box 69180
Harrisburg, PA 17106

3. All invoices must include the Commonwealth Purchase Order Number and Contractor's SAP Vendor Number on the invoice. When submitting your invoices please ensure line items must match the purchase order line items. Failure to provide could result in delay of payment.

RECEIPT AND OPENING OF BIDS:

No paper bids will be accepted. If paper bids are mailed, they will automatically be disqualified. Bids must be submitted electronically, through the following website:
www.pasupplierportal.state.pa.us.

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.

BID RESULTS

Bids will be opened on the date and time specified in the Invitation for Bid. Bid tabulations will be posted on the day after the bid opening, on the Department of General Services eMarketplace website: <http://www.emarketplace.state.pa.us>. Tabulations are for information only and do NOT constitute actual/execution of a contract. The results if the apparent bidders and all bids are under review until final award of the purchase order.