

Statement of Work – Aluminum Sign Blanks

I. SCOPE OF WORK:

The Commonwealth of Pennsylvania, Department of Corrections, requires aluminum sign blanks at Correctional Industries (CI) Huntingdon, 1301 Pennsylvania Ave, Huntingdon, PA 16654

This is a two-year contract with the option of three (3) one-year renewals.

Samples may be requested as part of this solicitation. Vendors that cannot provide samples within the required timeframe may be disqualified.

II. ISSUING OFFICER

Questions regarding the technical aspect and the bidding or contracting procedures of this bid should be directed towards Amanda Wasko at amawasko@pa.gov.

III. CONTRACTOR REQUIREMENTS

The items listed below will be ordered as needed throughout the life of the contract. All quantities listed are estimated two-year quantities.

Line #	Material #	Item Description	Est. Two Year Quantity	UOM
1	330529	ALUMINUM, SIGN, BLANK, .080X12X12R1	100	EA
2	330532	ALUMINUM,SIGN, BLANK, .080X18X12R1.5	350	EA
3	330536	ALUMINUM,SIGN, BLANK, .080X24X12R1.5	100	EA
4	330538	ALUMINUM,SIGN, BLANK, .080X24X18R1.5	150	EA
5	330540	ALUMINUM,SIGN, BLANK, .080X24X24R1.5	150	EA
6	330542	ALUMINUM,SIGN, BLANK,.080X30OCT NO HOLES	65	EA
7	330545	ALUMINUM,SIGN, BLANK, .080X30X24R1.5	150	EA
8	330546	ALUMINUM,SIGN, BLANK, .080X30X30R1.5	50	EA
9	330548	ALUMINUM,SIGN, BLANK, .080X36X12R1.5	50	EA
10	330551	ALUMINUM,SIGN, BLANK, .080X36X36R1.5	80	EA
11	330554	ALUMINUM,SIGN, BLANK, .080X48X24R1.5	30	EA
12	330555	ALUMINUM,SIGN, BLANK, .080X48X48R1.5	100	EA
13	330556	ALUMINUM, SIGN, BLANK, .080X48X48S	160	EA
14	330561	ALUMINUM,SIGN, BLANK, .080X72X24R1.5	55	EA
15	330563	ALUMINUM,SIGN, BLANK, .080X72X36R1.5	25	EA
16	330565	ALUMINUM, SIGN,BLANK, .080X96X48 SHEET	175	EA
17	348018	ALUMINUM,SIGN,BLANK,.063X24X24R1.5	2550	EA

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Additional line items that are reasonably construed to be within the scope of this procurement may be added to the contract as needed.

Aluminum sign blanks shall conform to the attached Attachment 3 - Specification for Aluminum Sign Blanks. The provisions of Act 226-1968, relative to the purchase of aluminum products produced in a foreign country shall also apply. Each bidder shall identify the source of the aluminum and the place of smelting and manufacturing on Appendix B – Supplier Information Sheet.

All items will be delivered F.O.B Destination. The awarded supplier is responsible for any shipping or delivery costs.

Sign blanks must be delivered within 60 days of an order being placed. Additional delivery time may be granted by the DOC due to extenuating circumstances during the contract period.

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.

IV. CONTRACTOR QUALIFICATIONS

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 follow all applicable Pennsylvania state labor and workforce safety laws. Such certification shall be made through the Worker Protection and Investment Certification Form (BOP2201) and the completed form must be submitted with the bid, proposal or quote.

All vendors or their subcontractors, who utilize regular delivery transportation, will have to submit clearance checks through the Original Vendor, for all drivers (regardless if delivery is inside or outside the fence). Common carriers will not be required to render clearance checks, however are subject to search and escort procedures. ALL CARRIERS reporting to the outside warehouse must secure their vehicles (windows closed and door locked) sign in at the warehouse and wait for further directions / instructions from the Correctional Staff. Deliveries must adhere to the DOC delivery and security requirements specified on the Purchase Order.

All products must meet security requirements of the DOC.

V. CONTRACT TERM

This is a two-year contract with the option of three (3) one-year renewals. Bid pricing is firm for the first year of the contract. Price changes can be negotiated at the anniversary date of the contract. The price changes must be by mutual agreement between the Department of Corrections and the awarded supplier.

Pricing changes may be negotiated outside the renewal period in the event of extraordinary

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unforeseen circumstances. The request for increased pricing due to extraordinary circumstances must include adequate justification and supporting documentation. Any increase in pricing outside the renewal period shall be in the sole discretion of the DOC.

VI. REQUIRED DOCUMENTS

The following documents must be included when placing your bid:

- Appendix A – Supplier Information Sheet
- Appendix B – Worker Protection & Investment Form
- Appendix C – Reciprocal Limitations Form

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.

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 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 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.