

## Statement of Work – Corrugated Cartons

### I. SCOPE OF WORK:

The Commonwealth of Pennsylvania, Department of Corrections, requires corrugated cartons at Correctional Industries (CI) Huntingdon, 1301 Pennsylvania Ave, Huntingdon, PA 16654. The primary user of this contract is CI Huntingdon; however, this contract covers all SCI/CI locations ([DOC Map](#)).

This is a one-year contract with the option of four (4) one-year renewals.

### 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](mailto: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 one-year quantities for CI Huntingdon.

Line	Description	Box Test	Est. Quantity (1 Yr)	UOM
1	6" x 4" x 3"	32 ECT C	1,000	EA
2	8" x 6" x 3"	200 C	1,000	EA
3	9" x 9" x 8-1/2"	32 ECT C	475	EA
4	12" x 6" x 4"	32 ECT C	8,300	EA
5	12" x 8" x 7"	32 ECT C	997	EA
6	12" x 9" x 7"	250 C	3,500	EA
7	12-1/2" x 10-1/2" x 6"	32 ECT C	20,000	EA
8	12-3/4" x 12-3/4" x 13-1/2"	32 ECT C	1,461	EA
9	13" x 13" x 9"	32 ECT C	3,000	EA
10	13-7/8" x 13-3/4" x 12-1/2"	200 C	5,000	EA
11	15" x 10" x 5"	32 ECT C	500	EA
12	18" x 12" x 8"	32 ECT C	4,400	EA
13	18" x 12" x 14"	250 C	2,700	EA
14	18-1/2" x 12-1/2" x 9"	250 C	1,000	EA
15	20" x 14" x 18"	250 C	6,000	EA
16	20" x 18" x 16"	250 C	4,550	EA
17	24" x 5" x 8"	32 ECT C	500	EA
18	Unassembled Partitions/Dividers Kraft for (4) 1 Gallon Jug Boxes	44 ECT	5,000	EA

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All containers must be RSC kraft carton, single wall fibreboard “C-Flute.” Boxes must meet the minimum box test requirement for the size.

All dimensions shown shall be “finished”, inside dimensions, after final assembly

All boxes will be slotted and scored as necessary to properly facilitate ease of assembly by the end user. All RSC cartons should require only a taped joint to close the bottom and a taped joint for closure of the top. All Roll End Tray cartons shall be secured, during final construction, by a self-locking tab system in accordance with industry standards for strength and ease of assembly. All folds required for shipping shall be at natural fold locations with no additional folds made necessary for flat palletizing. All pre-assembled factory seams shall be taped, glued, stapled, or stitched by acceptable industry standards, as found necessary by the manufacturer. All cartons shall meet or exceed standards set by the Fibreboard Box Association (FBA). All Cartons will have the Manufacturers Certification Stamp printed on the box for easy identification.

All cartons will be shipped flat as “knock down” units. Product shall be properly bound and protected from severe damage. All items will be delivered F.O.B Destination. The awarded supplier is responsible for any shipping or delivery costs. The order minimum for this contract is \$250. Shipping or delivery fees may be added for any order that does not meet the minimum.

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**

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This is a one-year contract with the option of four (4) one-year renewals. Bid pricing is firm for the first year of the contract and cannot be adjusted regardless of quantity ordered. The price adjustment 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 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:

- Worker Protection & Investment Form
- 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.