

# Statement of Work Template

## I. SCOPE OF WORK:

The Commonwealth of Pennsylvania, Department of Corrections, requires blank aluminum signs at Correctional Industries Huntingdon, 1301 Pennsylvania Ave, Huntingdon, PA 16654.

## II. ISSUING OFFICER

Questions regarding the bidding or contracting procedures should be directed towards Amie Newman at amnewman@pa.gov.

Bidders can submit questions in writing to the Issuing Officer by Tuesday, July 1<sup>st</sup>.

All responses will be posted as an addendum to the IFB on eMarketplace. Vendors are reminded to monitor eMarketplace for any changes to the bid.

## III. CONTRACT REQUIREMENTS

Blank Aluminum Signs must be as described below, no substitutions will be allowed:

- Dimensions: .063" x 24" x 24"
- Standard Corner of 1 ½"
- No Holes
- Quantity: 1,250 EA

All quantities are estimated, amounts may vary.

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.

- Complete Reciprocal Limitation Act
- 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 (BOP-2201) and the completed form must be submitted with the bid, proposal or quote.

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- 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.
- DELIVERIES CAN BE MADE BETWEEN THE HOURS OF 8:00AM - 11:00AM AND 1:00PM - 2:30PM EASTERN TIME, MONDAY - FRIDAY, EXCEPT COMMONWEALTH HOLIDAYS. PLEASE CALL CORRECTIONAL INDUSTRIES AT 814-643-2400 EXTENSION 1441, 48 HOURS BEFORE DELIVERY FOR APPOINTMENT. NO DELIVERIES AFTER 3:00PM EASTERN TIME WILL BE ACCEPTED.

### IV. Required Documents

The following documents must be included when placing your bid

- Official Quote
- Worker Protection & Investment Form
- Reciprocal Limitations Form

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

The Commonwealth reserves the right to award by item or on a total Bid basis, whichever is deemed more advantageous to the Commonwealth.

### VI. 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/execution

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of a contract. The results of the apparent bidders and all bids are under review until final award of the purchase order.

The bid tabulation can be found on the DGS eMarketplace website. (<http://www.emarketplace.state.pa.us/>) under "Solicitation Tabulations"; you are able to search by description, bid number, date range or agency to view the bid tabulation.

### **VII. Invoicing**

The awarded supplier should submit all invoices, as outlined by the Pennsylvania Office of the Budget, as a PDF file to 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>