

IFB 6100060923 - SPECIFICATIONS
Incontinence Care Products

If your company bid on IFB 6100053674 and received a contract as a result of that solicitation, you are not eligible to participate in this supplemental IFB unless your company is offering the Commonwealth additional supplies not included in your current contract. Only new suppliers and current suppliers under contract who are offering additional services will be considered in this supplemental IFB.

Term of Contract: The contract will commence on the effective date of the contract and will end March 31, 2025. There will be two (2) one (1) year renewals.

Award: This contract will be awarded to multiple suppliers.

Estimated Quantities: It shall be understood and agreed that any quantities listed in the bid are estimated only and may be increased or decreased in accordance with the actual requirements of the Commonwealth.

Ordering/Shipping/Delivery: The minimum order qualifying for F.O.B. destination for this contract will be \$100.00 per single delivery for each Commonwealth location. Orders less than the minimum can be accepted with actual shipping costs added to the invoice. Agencies must provide at least seven (7) calendar day's lead-time on all orders to be delivered. Blanket purchase orders may be issued for forecasted supply with notification by fax, email or other mutually agreed upon delivery method of actual orders and dates for deliveries are requested.

Order Accuracy: The supplier(s) will maintain a minimum of 98% order accuracy by the delivery date specified on the purchase order. The supplier(s) shall delivery specified goods to the ordering location per the requested delivery date. Agencies must provide at least seven (7) calendar day's lead-time on all orders to be delivered. Out of stocks, late deliveries and partial orders and backorders will count against the supplier's order accuracy rating.

Price Adjustments: Price adjustments can be made at the time of the renewal with proper justification and approval of the increase with the mutual consent of both the Commonwealth and the contracted supplier(s).

Addition/Deletion of Products: The supplier is responsible for notifying the Commonwealth of all discontinued products in a timely manner. Replacement products may be added to the contract through mutual agreement of the Supplier and Commonwealth. DGS will have the final determination to replace the item or bid separately.

Reporting:

Quarterly Report: The awarded supplier will provide a quarterly report due to DGS by the 15th of the month after each calendar year quarter, showing the late deliveries and calculation of the percentage. The formula for the delivery rate is defined as: Total Cases Delivered and Accepted divided by Total Cases Ordered. The report will provide a summary with the total percentage met each month.

Upon request, a Detailed report will also be provided for each agency separately to include actual deliveries and spend for each agency.

Annual Report: An annual report will be provided to compile all information for each fiscal year of the contract.

All reports should be in excel format and include the following information:

- Line item description
- Purchase Order Number
- Unit Price
- Extended Price
- Quantity
- Agency purchasing
- Ship to Location
- Quarterly and Annual spend

Reports should be e-mailed to Jamie Zarr at jzarr@pa.gov.

Inquiries: Direct all inquiries concerning this solicitation/contract to the Commodity Specialist named below:

Jamie Zarr
Commodity Specialist
Department of General Services
Bureau of Procurement
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2nd Floor
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223-231-9323
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