

# Statement of Work

## I. SCOPE OF WORK:

The Commonwealth of Pennsylvania, Department of Corrections, requires **Duplo Booklet Maker DBM-600 parts** at Huntingdon Correctional Facility 1100 Pike Street Huntingdon, PA 16654, Attn: Todd McMonigal.

## II. ISSUING OFFICER

Questions regarding the technical aspect of this bid should be directed to **Todd McMonigal**, [tmcmonigal@pa.gov](mailto:tmcmonigal@pa.gov)

Questions regarding the bidding or contracting procedures should be directed towards **Katrin Walker**, [katwalker@pa.gov](mailto:katwalker@pa.gov), 717-728-4044.

## III. CONTRACT REQUIREMENTS

***\*\*No Substitutions Allowed – Equipment is manufacturer specific\*\****

The equipment shall conform to the requested specification, and shall be new, free of defects, and of good quality. All equipment shall be provided including freight to Huntingdon, Pennsylvania plant site located at 1100 Pike Street Huntingdon, PA 16654.

**Duplo LUR (lifty Unit/Reject Tray) – 1 quantity**  
**DBM 400STR Rear Stacker – 1 quantity**  
**Duplo D-Port Converter – 1 quantity**

Delivery schedule must be rearranged to allow time for gate clearances for both equipment and staff.

## IV. CONTRACTOR REQUIREMENTS

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 Protections and Investment Certification Form (BOP-2201) and the completed form must be submitted with the bid, proposal or quote.

***Security Clearance Information for all vendors.***

Delivery truck must leave the institution empty.

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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 doors Locked) sign in at the warehouse and wait for further directions / instructions from the Correctional Staff.

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.

### 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.

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