pennsylvania
DEPARTMENT OF HUMAN SERVICES

Department of Human Services
Statement of Work
Supplemental Medical Supplies

I. Objective

The Department of Human Services ("DHS") is issuing this Invitation for Bid ("IFB") as it requires a contractor to provide medical supplies, upon request, for consumers residing at the below facilities:

Clarks Summit State Hospital 1451 Hillside Drive Clarks Summit, PA 18411	Danville State Hospital 50 Kirkbride Drive Danville, PA 17821
Ebensburg Center 4501 Admiral Peary Highway Ebensburg, PA 15931	Loysville Complex 8 Opportunity Drive Loysville, PA 17047
Norristown State Hospital 1001 Sterigere Street Norristown, PA 19401	Selinsgrove Center 1000 Route 522 Selinsgrove, PA 17870
South Mountain Restoration Center 10058 south Mountain Road South Mountain, PA 17261	Southeast Youth Development Center 1200 Mokychic Drive Collegeville, PA 19426
Torrance State Hospital State Route 1014 Torrance, PA 15779	Warren State Hospital 33 Main Drive Warren, PA 16365
Wernersville State Hospital 160 Main Street Wernersville, PA 19565	

II. Background

The selected Contractor shall provide medical supplies listed on Attachment A – Item Specifications. This solicitation is divided into two lots as identified below.

Lot 1 – Medical Supplies Lot 2 – Medical Equipment

Bids must include a bid for each item listed in a Lot. Bidders may choose to submit a bid for all items on both Lot 1 and Lot 2 or only submit a bid for all items on an individual Lot.

III. Term of Service

The term of this service shall commence upon issuance of a Contract to the selected Contractor ("Effective Date") and shall expire one year after the Effective Date unless it is terminated earlier pursuant to the terms of the Contract.

Further, the parties hereto may agree to renew the Contract for up to four additional one-year renewal terms, upon the same terms and conditions as set forth in the Contract. At the time of each renewal, DHS and the selected Contractor shall negotiate the Contract unit price not to exceed a maximum of 3% over the unit price in effect at the time of each renewal term. The term of this project may be extended by, and at the sole option of, the Commonwealth for up to 3 months upon the same terms and conditions where a continued need exists for the services of the selected Contractor and there has been no termination under the terms of the Contract.

IV. Scope of Work

The selected Contractor shall provide all requested medical supplies listed on Attachment A – Item Specifications for the awarded lot or lots.

V. Bid Requirements/Qualifications A bidder's electronic submission must include the following as attachments:

- Completed and signed Attachment A – Item Specifications; and
- Completed and signed Reciprocal Limitations Act Requirements form (GSPUR89); and
- Completed and signed Workers Protection and Investment Certification Form.

Failure to complete and submit these required documents with your bid submission will result in the rejection of the contractor's bid.

VI. Questions and Answers

All questions regarding the IFB must be submitted via the RA-pwbidquestions@pa.gov email address. All questions must be received by 4/29/2026 12:00 PM. Include the IFB bid number in the subject of the email.

All questions and answers are considered an addendum to the IFB. Answers will be posted by 5/8/2025 12:00 PM.

VII. Contract Award

Award shall be made to all responsive and responsible bidders per lot.

VIII. Estimated Quantities

The quantities are estimates only and may increase or decrease dependent upon the needs of DHS.

IX. Specifications

a. **Minimum Order:** The minimum order qualifying for F.O.B. delivered price to DHS shall be $100.00. The selected Contractor is responsible for all shipping/freight cost in association with any order that is issued to their company, if the order meets the minimum dollar amount. If a Facility does not meet the minimum order amount, the supplier may add a reasonable freight/shipping cost accordingly.

b. **Confirmation of a Purchase Order:** The selected Contractor is responsible for acknowledging receipt of order (Monday – Friday) and providing an Estimated Time of Arrival ("ETA") within 24 hours of receipt of a Purchase Order ("PO"). Acknowledgement of receipt must be made via fax or e-mail.

c. **Addition/Deletion of Products:** The selected Contractor is responsible for notifying the Issuing Officer named in Section X of all discontinued Manufacturers/Products in a timely manner. Replacement products may be added to the Contract through mutual agreement of the Supplier and DHS. DHS will have the final determination to replace the item or bid separately. Additional products may be added to the Contract through mutual agreement of the Supplier and DHS. Any replacement items or additional products must be in writing and agreed upon by both parties, evidenced by both parties signing the writing.

d. **Returns:** Any items delivered in poor condition, delivered in an amount not consistent with the PO amount, or delivered in error because it was not ordered, may, at the discretion of the Facility, be returned to the selected Contractor at the selected Contractor's expense within 30 business days. Credit for returned goods shall be made immediately after the selected Contractor receives the returned item(s), or upon notice that an ordered item was not delivered. There shall be no restocking fees assessed to the Facility for any items returned under this section. If the Facility orders the wrong item, the item will be returned to the selected Contractor, either to the distribution center or the nearest retail location, at

the expense of the Facility. Credit for returned goods shall be made immediately after the selected Contractor receives the returned item(s).

X. Contact Information

Ceena Jenkins, Management Analyst 2
717-214-0741
Ra-pwbidquestions@pa.gov

XI. Confirmation of Supply

A Packing Slip is required for each PO to verify that item(s) have been delivered. An invoice should be sent to:

Clarks Summit State Hospital Attn: Accounting Department 1451 Hillside Drive Clarks Summit, PA 18411	Danville State Hospital Attn: Accounting Department 50 Kirkbride Drive Danville, PA 17821
Ebensburg Center Attn: Accounting Department 4501 Admiral Peary Highway Ebensburg, PA 15931	Loysville Complex Attn: Accounting Department 8 Opportunity Drive Loysville, PA 17047
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XII. Payment Provisions:

The selected Contractor will be reimbursed only for commodities/materials received and accepted by the Commonwealth of Pennsylvania.

Failure to submit invoices in compliance with the following instructions will result in invoices being returned to the selected contractor and will substantially delay processing of payments. The selected Contractor shall be paid upon satisfactory delivery and submission of an invoice on the selected Contractor's letterhead.

The invoice should contain at minimum the information listed on the sample invoice – ***Supplier Sample Invoice*** can be found at:
http://www.dgsweb.state.pa.us/comod/CurrentForms/SampleSupplierInvoice.doc