

## PENNSYLVANIA LIQUOR CONTROL BOARD

### INVITATION FOR BID 275239

#### SHOPPING CARTS

#### OVERVIEW

The Pennsylvania Liquor Control Board (PLCB) is seeking a Contractor to provide 360 carts annually, as per PLCB specifications. The shopping carts will be used in over 575 Fine Wine & Good Spirits Stores.

#### ISSUING OFFICE

This Invitation for Bid (IFB) is issued by the PLCB, Purchasing and Contract Administration Division, Room 212, Northwest Office Building, Harrisburg, PA 17124-0001, Nicole Altavilla is the Issuing Officer and the sole point of contact at the PLCB for this IFB. Email: [naltavilla@pa.gov](mailto:naltavilla@pa.gov).

#### PLCB CONTACT PERSON

The PLCB Contact Person, defined as the PLCB employee charged with the day-to-day supervision of the performance of the services and who interacts with the Contractor is Zachery Shaffner, Retail Operations. Contact information will be provided upon contract award.

#### CONTRACTOR CONTACT PERSON

The Contractor shall provide the PLCB with a single point of contact for all Contract related questions or problems. Immediately upon notification of award, the Contractor shall provide the PLCB with the name, address, email address, and telephone number of this individual.

#### SUPPLIER REGISTRATION

The PLCB uses the online self-service Oracle Supplier Portal (the "Portal") to facilitate its business needs with contracted suppliers. Potential contractors are required to register in the Portal as a "Non-Merchandise" supplier of goods and services. During the registration process, every contractor must complete a questionnaire to verify their supplier type (Merchandise or Non-Merchandise). Every contractor must enter the details of the "PLCB Purchasing team contact person". This information can be found in the "Issuing Office" section on **Page 1 of this IFB**.

Registration must be completed before a bid can be submitted or a Purchase Order (PO) is fully executed. Information on how to register and related training can be found by clicking the link below. ***(Please Note: A PLCB Supplier number will NOT be immediately generated upon submission of registration. The request will be processed within 3-5 business days from date received. It is recommended that potential contractors allow sufficient time to register before the bid deadline).***

<https://www.pa.gov/agencies/lcb/supplier-vendors/goods-and-services-suppliers.html>

After registration, contractors will use the Portal to manage and update account information, upload and view invoices, view and acknowledge POs and related documents, view payment information, and track payment status.

It is the Contractor's responsibility to ensure that the supplier information contained in the Portal is accurate and complete. **Failure to update the Portal of any changes to supplier information may result in delayed payments.**

**NOTE TO AVOID DISQUALIFICATION:**

- **ATTACHMENT #1 - BID FORM BOP-1206** must be signed in ink by an official authorized to bind the Contractor to its provisions. **Failure to sign Bid Form BOP-1206 in accordance with these signatory requirements shall disqualify your bid.**
- All applicable bid documents must be timely uploaded through the Portal. **See “REQUIRED DOCUMENTS” below to avoid rejection of the bid.**
- For this IFB, the bid must remain valid for at least sixty days. The contents of the bid of the successful Contractor will be incorporated into the contract. See **Supplier Registration** section above for more information on accessing the Portal and registering as a Supplier.

To be considered, submit your bid through the Portal on or before **1:00 p.m. ET on July 1, 2026**. Bids not received on time shall be rejected. **ALL BIDS MUST BE SUBMITTED THROUGH THE PORTAL. BID SUBMITTED BY EMAIL OR HARD COPY WILL BE REJECTED AND WILL NOT BE CONSIDERED.**

**REQUIRED DOCUMENTS:**

The following documents must be included with your bid. Failure to include these required documents will be considered a non-responsive bid and result in a bid rejection.

1. Attachment #1 – BID FORM BOP-1206	Referenced on Page 2
2. Attachment #3 – GSPUR-89 Reciprocal imitations Act Requirements	Referenced on Page 3
3. Attachment #4 – BOP-2201 Worker Protections & Investment Certification	Referenced on Page 4

**QUESTIONS**

**Questions regarding this IFB must be submitted by email only**, with the subject line entitled **“IFB # 275239 Questions”** to the Issuing Officer, Nicole Altavilla, at [naltavilla@pa.gov](mailto:naltavilla@pa.gov) no later than **12:00 p.m. ET on June 15, 2026**. Contractors shall not attempt to contact the Issuing Officer by any other means. All questions received will be answered in writing, and such responses shall be posted to the Department of General Services (“DGS”) website at [www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us) and to the Portal as an addendum to the IFB by **4:00 p.m. ET on June 22, 2026**.

All questions and official responses are an addendum to, and part of, this IFB. The PLCB shall not be bound by any verbal information, nor shall it be bound by any written information that is not either contained within the IFB or formally issued as an addendum by the Issuing Office. The

Issuing Office does not consider questions to be a protest of the specifications or of the solicitation.

## **METHOD OF AWARD**

This will be a single award Contract to the lowest responsive, responsible bidder, whose bid will be determined by the Total Cost for all requirements and criteria set forth in this IFB.

## **CONTENT OF AND ADDENDA TO THE IFB**

If the Issuing Office deems it necessary to revise any part of this IFB before the bid response date, the Issuing Office will post an addendum to the DGS website at [www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us) as well as posting within the Portal. It is the Contractor's responsibility to periodically check each system for any new information or addenda to the IFB. When an addendum is posted to the Portal, Contractors who have already submitted a bid will receive a system-generated email notification alerting them to the change. The Contractor must log into the Portal to review and acknowledge the addendum to have their bid considered. Failure to review and acknowledge the addendum will be considered a non-responsive bid and result in bid rejection.

**THE CONTENT OF THIS SPECIFICATION DOCUMENT AND ITS ATTACHMENTS AND ADDENDA SUPERSEDES ANY LANGUAGE IN THE PORTAL SHOULD THERE BE A CONFLICT.** For example, if this specification contains requirements regarding bid validity or delivery date requirements, no language in the Portal (or bidder entry into the Portal, if solicited via an entry field) will change those requirements.

## **TERMS AND CONDITIONS**

The contract resulting from this IFB is governed by the PLCB's Standard Contract Terms and Conditions for Non-Merchandise Purchase Orders (Form 54-FA-2.1). Form 54-FA-2.1 is attached as **ATTACHMENT #2 - Form 54-FA-2.1** and incorporated by reference. Submission of a bid is your implied acceptance of these terms without exception.

## **RUSSIA BELARUS CERTIFICATION**

This procurement is subject to the Restrictions for Associations with Russia and Belarus Act 57 of 2023 (Act 57), which prohibits the Commonwealth and its agencies from contracting with, awarding grants to, or extending tax credits for any individual or business linked to the governments of Russia or Belarus, according to criteria established by the U.S. Treasury's Office of Foreign Assets Control. Act 57 requires agencies to verify that prospective vendors are not on the Treasury-published list of disqualified entities. The PLCB will certify the Contractor's compliance with Act 57 and complete a "Russia/Belarus Certification" form BOP-2401.

## **RECIPROCAL LIMITATIONS ACT REQUIREMENTS**

This procurement is subject to the Reciprocal Limitations Act. This form is attached as **ATTACHMENT #3 – GSPUR-89 Reciprocal imitations Act Requirements**. Contractors must complete sections 3 and 4 of this form and submit with the bid.

## WORKER PROTECTION AND INVESTMENT EXECUTIVE ORDER

This procurement is subject to Executive Order 2021-06 Worker Protection and Investment. Contractors must complete the attached **ATTACHMENT #4- BOP-2201 Worker Protection and Investment**. **FAILURE TO COMPLETE AND SUBMIT THIS FORM WILL RESULT IN A BID REJECTION.**

### BID TABULATIONS RESULTS

Results of this bid will be posted within 48 hours to the DGS website at <http://www.emarketplace.state.pa.us/>. Bid results do not confer any contractual rights until a formal written contract has been executed by all necessary PLCB and Commonwealth officials and a Notice to Proceed letter has been issued. Any additional information will require a Right to Know request found at <http://www.openrecords.pa.gov/RTKL/CitizensGuide.cfm>.

### REJECTION OF INVITATION FOR BID QUOTES

The PLCB reserves the unqualified right to reject any or all bids received for this IFB, to waive technical defects or any informality in bids, to accept or reject any part of any bid, or to cancel this IFB, if, in its sole judgment, it is in the best interest of the Commonwealth.

### TERM OF CONTRACT

The Contract term is one year from the Effective Date. The PLCB reserves the right to renew this Contract for four additional one-year options.

### REQUEST FOR RATE ADJUSTMENT

The rates may be adjusted at the start of each Contract Option Year in accordance with the percentage change in the Producer Price Index for Fabricated Metal Products (PPI) for all U.S. Cities, as issued by the United States Department of Labor. The rates will not be adjusted in the first year of the Contract. Rate adjustments may only be considered in a Contract Option Year and must comply with the following conditions and requirements:

- a. The Selected Contractor may request a rate increase by notifying the PLCB Contracting Officer in writing of the new rates and effective date no later than thirty calendar days prior to the end of the previous Contract year.
- b. The PLCB shall notify the Selected Contractor in writing of its agreement/disagreement of the new rate.
- c. New rates shall be effective on either the first day of the new Contract Option Year or at a later date if so requested by the Selected Contractor. **The Selected Contractor agrees that failure to request a PPI increase within the time set forth in paragraph “a” above will result in Contractor’s waiver of PPI increase for that Contract year.**

## **WARRANTY**

Selected Contractor must assign all manufacturers' equipment warranties to the PLCB for the full terms available at no additional cost to the PLCB and supply all necessary documentation as requested by PLCB.

## **PRIME CONTRACTOR RESPONSIBILITY AND SUBCONTRACTING**

The Selected Contractor is responsible for all services offered in this IFB. Further, the Selected Contractor is the sole point of contact regarding contractual matters.

Any use of subcontractors by the Selected Contractor must be identified in the bid. During the contract period, use of any subcontractors by the Selected Contractor not previously identified in the quote, must be approved in writing by the PLCB prior to any work being done. The Selected Prime Contractor is responsible for all services offered in its bid whether it produces them or it is produced by its subcontractor. The Selected Prime Contractor is the sole point of contact for contractual matters.

## **INCURRING COST**

The PLCB is not liable for any cost incurred by anyone prior to issuance of a Contract. The Selected Contract is only paid for accepted goods and services rendered during the term of the Contract and at the rates set forth in the Contract.

## **INVOICING**

If assistance is needed to create and submit an invoice through the Portal, please review the course on how suppliers enter an invoice in the Portal and/or quick reference guide located on the PLCB's public website at the following link, <https://www.lcb.pa.gov/JoinOurTeam/Pages/ERP-Resources-for-Goods-and-Services-Suppliers.aspx>.

## **PAYMENT INQUIRES**

Any questions or inquiries concerning payment of invoices shall be emailed to Comptroller Operations at: [RA-PLCBExceptionprocess@pa.gov](mailto:RA-PLCBExceptionprocess@pa.gov).

## **STATEMENT OF WORK SHOPPING CARTS IFB 275239**

Provide 360 two-tiered shopping carts in 100-200 piece quantities as specified below to be shipped to a specific PLCB Maintenance Shop on an as needed basis.

### **SPECIFICATIONS**

InStore Products Limited, shopping cart Model IS2 as specified in Appendix A or equivalent model from another manufacturer:

- E-Coat + Powder Coat, finish black
- Handle to contain PLCB artwork
- Carts are to be shipped fully assembled

Bidder to include brochure, drawings, specifications and warranties with their bid **if bidding on an equivalent model from another manufacturer.**

### **SAMPLES**

If awarded Contractor provides an equivalent model to the InStore Products Limited shopping cart Model IS2, they will be required to provide one (1) sample cart to the PLCB Issuing Officer for approval within three (3) weeks of receipt of a Purchase Order (PO). PLCB written approval must be provided before order production begins.

### **DELIVERY REQUIREMENTS**

Contractor **must** meet the delivery schedule of **no later than six (6) weeks from the receipt of a PO from the PLCB.**

All delivery details (day, date, time, etc.) must be coordinated with the PLCB for logistical planning.

### **SHIPPING COSTS**

Shipping costs will be requested, reviewed and approved per order prior to PO being created.