

SCOPE OF WORK:

The Commonwealth of Pennsylvania, Department of Corrections is looking to procure Flex badges to be worn to meet requirements for body worn cameras to be delivered to PA Board of Probation and Parole, 1101 South Front Street 5th Floor, Harrisburg PA 17104.

ISSUING OFFICER

Questions regarding the bid should be directed towards Melissa Cook (melicook@pa.gov).

Bidders can submit questions in writing to the Issuing Officer 48-hours prior to bid close. 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.

I. CONTRACT REQUIREMENTS

The contractor shall provide all materials, equipment, documentation, packaging, and delivery necessary to supply complete rifle scopes and associated accessories. All items shall be new, unused, and factory-produced.

Quantity 1000 Blackinton Flex Badges style FLX879-H each to include;

- a) Flex Gold Finish
- b) Block Font
- c) Black Lettering Color
- d) Lettering: DOC
- e) Lettering: Probation and Parole
- f) Seal: Commonwealth of Pennsylvania Seal
- g) Lettering: Parole Agent
- h) Attachment: Velcro Hook

These components are manufacturer specific. There are no acceptable substitutions. It is the manufacturers responsibility to keep a department representative apprised of progress, benchmarks of completion and expected delivery dates.

DOC reserves the right to inspect all delivered items. Non-conforming items may be rejected at contractor expense

II. CONTRACTOR REQUIREMENTS

The completed items will be shipped to: ATTN: Matthew Sheaffer, PA Board of Probation and Parole, 1101 South Front Street 5th Floor, Harrisburg PA 17104

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 prices.

III. CONTRACTOR QUALIFICATIONS

After the bid opening, and prior to awarding the contract, the Department has the right to request references (name, addresses and telephone numbers) of similar work performed in the previous two (2) years as proof of qualifications to perform the work involved in this contract.

IV. CONTRACT TERM

The term of the Contract shall commence on the Effective Date (as defined below) and shall end on the Expiration Date identified on the Contract, subject to other provisions of the Contract.

The Effective Date shall be: a) the Effective Date printed on the Contract after the Contract has been fully executed by the Contractor and the Commonwealth (signed and approved as required by Commonwealth contracting procedures) or b) the "Valid from" date printed on the contract, whichever is later. This is a one-time purchase with renewal options.

Prices may be adjusted for imported products if tariffs are established for contracted items after bids are accepted by the PA DOC by requesting the increase accompanied by a copy of the tariff certificate documenting the increase with proof of payment.

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 Department of General Services' (eMarketplace website <http://www.emarketplace.state.pa.us/>). Tabulations are for information only and do NOT constitute actual award/execution of a contract. The results of the apparent bidders and all bids are under review until final award of the purchase order.

VII. INVOICING

Contractors must follow the following invoicing requirements:

- Accurately bill the Commonwealth for actual services rendered on all invoices.
- Submit invoice to appropriate resource account within 10 business days of completed service
- Comply with Commonwealth / Department of Correction's practices for supplier payments.

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>