

**STATEMENT OF WORK  
FURNITURE COMPONENTS/KITS  
INVITATION TO QUALIFY (ITQ) CONTRACT**

**OVERVIEW:** The purpose of the Furniture Components/Kits ITQ is to qualify responsible and responsive Contractors to perform consulting services to Commonwealth of Pennsylvania’s executive agencies.

- A. **Components and Replacement Parts.** Shall be available from the manufacturer for a period of not less than five (5) years; and
- B. **Warranties.** The manufacturer will honor any responsibilities under warranty for products sold by bidder, if bidder fails to perform such service.

**ISSUING OFFICE:** This ITQ is managed and administered by the Commonwealth of Pennsylvania, Department of Corrections, Bureau of Procurement. All inquiries should be referred to:

Michele Warford, Purchasing Agent Supervisor  
Department of Corrections  
Correctional Industries  
1920 Technology Parkway  
Mechanicsburg, PA 17050  
Telephone: (717) 728-4038  
Email: mametranow@pa.gov

**QUALIFICATIONS:** Suppliers interested in becoming an ITQ Contractor must meet the following requirements. Failure to meet the below requirements will result in the application being rejected. Each Contractor that meets the minimum qualifications will be awarded a contract.

- A. Supplier must upload documentation they are the manufacturer of the products being offered or an authorized representative (i.e. dealer/reseller) of the manufacturer’s products. If not the manufacturer of the products being offered, the Supplier must upload a document, on the manufacturer’s letterhead, stating dealer/reseller is allowed to sell the manufactured product.

**MATERIAL CATEGORIES:** Suppliers will need to choose the appropriate commodity code(s) to qualify for this contract. Suppliers will select the appropriate code(s) under the Business Details section of the qualification process. The Commonwealth may add additional commodity codes as the need arises. The table below lists the appropriate commodity code and description of each category.

COMMODITY CODE	DESCRIPTION OF CATEGORY
56100000-ITQ-267	Furniture Kits
56100000-ITQ-268	Furniture Components

**GENERAL INFORMATION/REQUIREMENTS:**

- A. **Type of Contract.** Upon determination that the Contractor meets the ITQ requirements, the Commonwealth will issue a contract to the Contractor. Upon receipt of a Purchase Order (PO) issued

under this Contract, the Contractor agrees to furnish the requested services to the Commonwealth agency issuing the PO.

- B. Order of Precedence.** If any conflicts or discrepancies should arise in the terms and conditions of this Contract, or the interpretation thereof, the order of precedence shall be:
- i. This Contract;
  - ii. The data resident on the ITQ web site and incorporated herein by reference at the date of execution of the Contract or issuance of an RFQ off of this Contract, whichever is later, including but not limited to the promises and certifications the Contractor made in qualifying for the Contract;

If any conflicts or discrepancies should arise in the interpretation of a PO, the order of precedence shall be:

- i. The consulting service category definitions, descriptions, qualification requirements, and contract terms and conditions set forth in the RFQ;
- ii. This Contract;
- iii. The PO and any attachment thereto, including: (1) the Contractor's Proposal, as accepted by the Commonwealth; (2) the RFQ.

**C. Bid Protest Procedure (April 2016)** The Bid Protest Procedure is on the DGS website. [Click here](#)

**D. New Equipment.** Unless otherwise specified in this ITQ, all products offered by Contractors must be new or remanufactured. A 'new' product is one that will be used first by the Commonwealth after it is manufactured or produced. A 'remanufactured' product is one which: 1) has been rebuilt, using new or used parts, to a condition which meets the original manufacturer's most recent specifications for the item; 2) does not, in the opinion of the Issuing Office, differ in appearance from a new item; and 3) has the same warranty as a new item. Unless otherwise specified in this invitation for bids, used or reconditioned products are not acceptable. This clause shall not be construed to prohibit Contractors from offering products with recycled content, provided the product is new or remanufactured.

**E. Post-Submission Descriptive Literature.** The Commonwealth may, during its evaluation of the bids, require any Contractor to submit cuts, illustrations, drawings, prints, test data sheets, specification sheets and brochures which detail construction features, design, components, materials used, applicable dimensions and any other pertinent information which the Issuing Office may require in order to evaluate the product(s) offered. The required information must be submitted within two (2) business days after notification from the Issuing Office. Failure to submit the required information prior to the expiration of the second business day after notification shall result in the rejection of the bid as non-responsive.

**F. Tie Bids/Quotes.** All tie bids/quotes will be broken by the Issuing Office.

**G. Prompt Payment Discounts.** Prompt payment discounts will not be considered in making an award. If prompt payment discounts are offered by any Contractor, however, the Issuing Office will take advantage of such offer.

**REQUEST FOR QUOTES (RFQ) PROCEDURES:** Commonwealth agencies will issue an RFQ to qualified Contractors, through the Commonwealth's Custom Portal, powered by the JAGGAER system. Contractors will respond to the RFQ in the system. The requesting agencies may require the qualified Contractors to furnish,

upon request, additional documentation in the RFQ. The qualified Contractors selected for the RFQ process will receive a Purchase Order (PO) and will supply the service to meet the specific requirements as indicated in the RFQ.

Agencies will make a best value selection based upon the criteria set forth in the RFQ. Best Value refers to the process of selecting the quote which provides the greatest value to the agency based on evaluating and comparing all pertinent criteria, including cost, so that the Contractor whose overall proposal best suits the agency's needs is selected for each individual project.