

**STATEMENT OF WORK  
COMMISSARY PRODUCTS  
INVITATION TO QUALIFY (ITQ) CONTRACT**

**OVERVIEW:** The purpose of the Commissary Products ITQ is to qualify responsible and responsive Contractors to provide commissary products to Pennsylvania Department of Corrections (DOC), Bureau of Correctional Industries (CI) for resale to inmates within the state prison system. Products include, but are not limited to, food and beverages, medical products, personal hygiene products, miscellaneous products, apparel, footwear, and specific electronic items. CI operates three (3) commissary warehouse locations throughout Pennsylvania. All commissary products are delivered to these warehouses for inventory and order fulfillment. Correctional Industries maintains the inventory and sorts commissary orders received from institutions. Filled orders are delivered by Correctional Industries to the appropriate State Correctional Institution (SCI). The three (3) CI warehouse locations are:

SCI Albion  
10745 Route 18  
Albion, PA 16475-0001

SCI Houtzdale  
209 Institution Drive  
Houtzdale, PA 16698

SCI Mahanoy  
301 Morea Road  
Frackville, PA 1793

Only those Contractors that respond to this ITQ and meet the requirements can become a qualified Contractor and receive a Contract.

**ISSUING OFFICE:** This ITQ is managed and administered by the DOC, Bureau of Administration. All inquiries should be referred to:

Susan Duff, Contracting Officer  
Department of Corrections, Bureau of Administration  
1920 Technology Parkway  
Mechanicsburg, PA 17050  
Telephone: 717-728-4753  
E-mail: [sduff@pa.gov](mailto:sduff@pa.gov)

**TERM OF CONTRACT:** Any contract issued to qualified Contractors, as a result of this ITQ, shall commence on the Contract Effective Date and shall end on June 30, 2032. There are no renewals available.

**QUALIFICATIONS:** Contractors interested in becoming an ITQ Contractor must meet all of the following requirements. Failure to meet any of the below requirements will result in the registration being rejected.

Contractors must provide a narrative showing a minimum of two (2) years' experience in relation to each of the Material Categories identified below, in which you intend to qualify.

**DOC PERSONNEL SECURITY REQUIREMENTS:** All employees of the Contractor are subject to complete background investigations at the discretion of the Commonwealth, upon award of contract. Delivery drivers and any employee accompanying a delivery must complete the security clearance application process and all required training. Since individual security clearances are valid for a maximum of two (2) years, it is the responsibility of the contractor/employee to renew their request for another two (2) year clearance. The DOC reserves the right to deny any employee of the contractor access to its Institutions, information or to their clients as a result of confidential information obtained during the course of the security clearance process or for violation of DOC policy.

a. The contractor will be responsible for ensuring that all personnel, equipment, tools, keys and \_\_\_\_\_

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supplies/materials comply with any and all rules, regulations and procedures of the DOC and the individual Institutions. Questions should be addressed to the Security Office at each Institution. The individual Institution's rules, regulations and procedures governing the entry and conduct of staff working inside the Institution will be made available and explained at the point of entry.

- b. All personnel entering a Correctional Institution will be subject to a search of their person and personal items. Such searches may be frisk searches, searches by metal detectors or searches by narcotics detection canines.
- c. All equipment, tools, supplies and materials will be subject to search or inventory at any time. Tools and materials must be carefully controlled at all times and locked when not in use.
- d. The cab and trailer of a contractor's/employee's delivery truck must be locked when not in use.
- e. Any attempts to introduce contraband, to assist in escape, or to have unauthorized contact with inmates of an Institution are prohibited and will be prosecuted under Pennsylvania law. The contractor's personnel are prohibited from bringing into or taking out of the Institution any items unless specifically approved. Any interaction between the contractor's employee and an inmate, which would assist the inmate to escape is a felony and will be prosecuted.
- f. Any employee may not deliver, receive or otherwise transfer any item (no matter how innocuous) to or from an inmate without express permission of the Superintendent or designee.
- g. The contractor's personnel or representatives are limited to movement to, from and within their assigned work area. No contact is allowed with inmates unless expressly approved.
- h. No person who appears to be under the influence of drugs or alcohol or who is otherwise impaired will be allowed entry into a Correctional Institution.
- i. The driver is required to obtain proof of delivery signed by an authorized employee when delivery is completed.
- j. The DOC reserves the right to deny entry to anyone who is suspected of a breach of security or for failure to follow published rules, regulations or procedures.

**MATERIAL CATEGORIES:** Contractors will be responsible for choosing the appropriate commodity code(s) to qualify for this contract. Contractors will select the appropriate code(s) under the Business Details section of the qualification process. The Commonwealth has attempted to list specific materials under each description. Any materials that are not listed, but would fall within the normal scope of the commodity code can be provided under the contract. The Commonwealth may add additional commodity codes as the need arises. The table below lists the appropriate commodity code and description of each material category.

COMMODITY CODE	DESCRIPTION OF MATERIAL CATEGORY
53100000-ITQ-342 Apparel	Including but not limited to: undergarments, socks and clothing
52160000-ITQ-343 Electronics	Including but not limited to: radios, fans, typewriter supplies, televisions, watches, electronic components and supplies
50000000-ITQ-344 Food	Including but not limited to: soups, beverages, breakfast foods, cakes, pies, pastries, prepared and preserved foods, cheese, sauces, spreads, condiments, nuts, dried fruits, crackers, sweet biscuits, cookies, snack food and candy

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53110000-ITQ-345 Footwear (Men and Women)	Including but not limited to: shower shoes, clogs and sneakers
53130000-ITQ-346 Hygiene	Including but not limited to: deodorants, soap, shampoo, conditioners, hair care supplies, dental, skin care products, razors, shaving cream and cosmetics
51000000-ITQ-347 Drugs and OTC Products	Including but not limited to: drugs and over the counter medicine
50000000-ITQ-348 Miscellaneous	Including but not limited to: personal care products, laundry products, games, vision related products, locks, boxes and footlockers, towels and utensils
44120000-ITQ-349 Office Supplies	Including but not limited to: office supplies

**REQUESTS FOR QUOTES (RFQ):** 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 RFQs will contain additional requirements for the Contractors such as reporting, security and packaging, addition / deletion of products and discontinued products, rotation of products, shelf life, etc.

Pricing on the RFQ shall be submitted at the lowest unit of measure. All pricing submitted in response to an RFQ shall be FOB destination and all-inclusive of product cost and shipping. The DOC/CI reserves the right to request nationally recognized products.

CI shall issue a PO to the qualified Contractor with the lowest pricing (either by line item, by predetermined lot or for the entire list of requested products by Contractor) for the requested products. PO pricing shall be firm for the life of the PO.

**New Equipment.** Unless otherwise specified in this ITQ, all products offered by Contractors must be new and unused and constructed of the highest quality. A 'new' product is one that will be used first by the Commonwealth after it is manufactured or produced. This clause shall not be construed to prohibit Contractors from offering products with recycled content, provided the product is new.

**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 materials to the DOC.

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

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**ANTI-SWEATSHOP CERTIFICATION AND COMPLIANCE:** All apparel and footwear procured under this ITQ is subject Executive Order 2004-4 *AntiSweatshop Procurement Policy (3/18/2004)* and the provisions set forth below. The required certification must be submitted in response to any RFQ for apparel or footwear before any PO can be issued.

**Iran Free Procurement Certification and Disclosure.** Prior to entering a contract worth at least \$1,000,000 or more with a Commonwealth entity, a supplier must: a) certify it is not on the current list of persons engaged in investment activities in Iran created by the Pennsylvania Department of General Services ("DGS") pursuant to Section 3503 of the Procurement Code and is eligible to contract with the Commonwealth under Sections 3501-3506 of the Procurement Code; or b) demonstrate it has received an exception from the certification requirement for that solicitation or contract pursuant to Section 3503(e). All suppliers must complete and return the Iran Free Procurement Certification form, which is attached hereto and made part of the RFQ. The completed and signed Iran Free Procurement Certification form must be submitted with the RFQ.

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