

SPECIFICATIONS

Aluminum Coil Stock

1. **OVERVIEW:** This Invitation for Bid (IFB) 6100055943 (identified here and in the other documents as the "Contract") is being issued by the Pennsylvania Department of General Services (DGS) and will cover the requirements for Pennsylvania Department of Corrections – Pennsylvania Correctional Industries (PCI) for Aluminum Coil Stock, used for the manufacturing of license plates. In addition, Local Public Procurement Units (COSTARS), as defined by the Commonwealth Procurement Code, may use this contract in accordance with the COSTARS Provision contained within the contract terms and conditions.

2. **TERM OF CONTRACT:** The Contract shall commence on the Effective Date as noted on the fully executed contract, but no earlier than July 1, 2022 and expire on June 30, 2024.

3. **BIDDING INFORMATION:** Bidders must enter bid pricing into the line item(s) contained within the electronic bid.

The following documents are required to be completed and returned/attached with your electronic bid. These are in addition to any other requirements to submit documentation within the bid specifications. Bids may be rejected for failure to complete and return required documents.

- State of Manufacture Chart (This is the Reciprocal Limitations Act GSPUR-89 included as Attachment A to this solicitation)
- Attachment B – Supplier Information Form
- Attachment C – Iran Free Procurement Certification form
- Attachment D – BOP-2201 Worker Protection Form
- Attachment E – COSTARS Program Contractor Election to Participate (if applicable)
- Copy of active DGS Certified Small Business certification (if applicable)

4. **METHOD OF AWARD:** Award will be made to the lowest responsive and responsible bidder. The Commonwealth reserves the right to award all line items to a single Supplier, or award by individual line item, whichever is determined to be within the best interest of the Commonwealth.

5. **SPECIFICATIONS:** All materials supplied through this contract must conform to Attachment F – Motor Cycle and Auto Plate Specifications. Additionally, Attachment F identifies the packaging, shipping and security requirements that must be adhered to under this Contract.

6. **SAMPLES:** The Department of Corrections – Pennsylvania Correctional Industries may require Suppliers to submit samples for evaluation prior to award of this contract. If samples are required, Suppliers are notified via email and they are to label samples with their name, the IFB number, item number, and opening date and send samples prepaid to the correctional facility specified. The outside of the sample package must show the Supplier's name and the IFB number for which they are submitting samples. Failure to furnish the required samples to this location within the time period specified in the notification to submit samples may result in rejection of the Supplier's bid. After evaluation, samples submitted may be returned, transportation charges collect, upon written request. Otherwise the samples are disposed of at the discretion of PCI within 60 days after bid opening.

7. **PRICING:** All prices shall be FOB Destination. Purchase Order (PO) prices for this contract will be determined in two (2) parts as defined below:

- a. **FLUCTUATING INDEX:** Fluctuating Index is considered the Aluminum Price Per Month. This price shall be determined utilizing the AMM (American Metal Market) MONTHLY AVERAGES for Steel and Nonferrous Prices; AMM Metals Price Averages Section – Aluminum Section (AMM free market, unalloyed ingot). These monthly averages are

published on the first Friday of the month for the previous month. This price will take effect the first Monday after the first Friday of the month. It is the responsibility of PCI to calculate the fluctuating index and ensure that it is applied at the time of Purchase Order.

- b. **FIXED CONTRACT FABRICATION COST:** The Fixed Contract Fabrication Cost is defined as the price per pound to fabricate finished aluminum coil as per the specifications of the contract and shall include all costs, overhead, and profit to manufacture and deliver the products, less the aluminum base price, defined above as the Fluctuating Index. Suppliers shall bid a separate Fixed Contract Fabrication Cost for both the motorcycle and automobile plate coil line items.

PO price will be calculated as: Fluctuating Index + Fixed Contract Fabrication Cost

- c. **PRICE UPDATES:** The Fixed Contract Fabrication Cost will remain firm for the first twelve (12) months of the Contract. Thereafter, at the beginning of the second contract year, and/or at time of any subsequent renewal, the Supplier may submit a written request to increase their price(s). Requests will be reviewed and considered for approval by DGS and PCI. Should the request be granted, DGS will issue formal approval in the form of a contract change notice. No price increases are permitted without written approval from DGS.

No price increase will be permitted prior to the start of the second contract year, or the effective date of the renewal period, or on purchase orders that are already being processed or awaiting delivery. For any orders being shipped on a periodic delivery schedule, the increase will apply only to deliveries made after the effective date of the price increase.

All requests for a price increase must be made no later than sixty (60) days prior to the end of the most current contract year. Detailed supporting documentation must accompany any price increase request. Supporting documentation should include a comparison list of the current contract prices by line item and the proposed price increase. Supporting documentation should also include, but is not limited to: copies of the original and the current price lists or similar documents which indicate an increase in cost to the Supplier, and/or documentation explaining the source of increases in such areas as raw materials, freight, fuel, or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Supplier is responsible to notify DGS immediately. In such instances, a price decrease will be applied to the Fixed Contract Fabrication Cost and will be effective on all purchase orders issued after the effective date of the decrease.

8. ESTIMATED QUANTITIES: The estimated quantities that are shown on the Contract are on an annual basis. It shall be understood that the quantities provided herein are estimated only and may be increased or decreased in accordance with the actual requirements of the Commonwealth. Suppliers are required to provide, package, and deliver approximately 500,000 lbs. of 12 1/8" aluminum and 20,000 lbs. of 7 1/8" aluminum per year to PCI, State Correctional Institution - Fayette.

Estimated delivery periods & quantities, delivery dates will be provided with a minimum 60-day lead-time:

- 40,000 lbs per truckload on a nearly monthly basis (9 of 12 months)
- The full 10,000 lbs of 7 1/8" coil once annually.

Actual quantities and delivery requirements are specified in the PO.

9. ADDITION OF LINE ITEMS: Additional line items that are reasonably construed to be within the scope of this procurement may be added to the contract at the request of the using agency. In the event that DGS determines that the additional line item should be added, DGS will contact all contractors who have been awarded a contract as a result of this procurement and request pricing of the new item. Award of the new item shall be based upon the lowest price received from the responding contractors.

10. INVOICING: The PA Office of the Budget has initiated an E-Invoicing program that enables vendors to submit invoices via email. Submitting invoices via email enables vendors to save printing and postage costs, paper supplies, and mailing time needed to transmit paper invoices. The program's guidelines are available on the E-Invoicing website, located at <http://www.budget.pa.gov/programs/pages/e-invoicing.aspx>

11. POST AWARD ADMINISTRATION: The Contractors performance shall be monitored and evaluated in accordance with the requirements outlined in the Contract. At a minimum, the Contractors' performance shall be evaluated on an annual basis. Contractors may be required to attend Contract Performance Review meetings. These meetings will be for the purpose of providing Contractor performance reviews, discussion of issues either party may have concerning the Contract or to evaluate the overall progress of the Contract. The meetings will be held quarterly, semi-annually or annually at the discretion of the Department of General Services, or upon special request of the using agencies.

12. WORKER PROTECTION AND INVESTMENT: Pursuant to Executive Order 2021-06, Worker Protection and Investment (October 21, 2021), the Commonwealth is responsible for ensuring that every Pennsylvania worker has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with all applicable Pennsylvania state labor and workforce safety laws. Such certification shall be made through the Worker Protection and Investment Certification Form (BOP-2201) and submitted with the bid, proposal or quote. Refer to Attachment D.

13. INQUIRIES: Direct all questions concerning this solicitation via e-mail to the following Commodity Specialist:

Michelle L. Scott, Commodity Specialist
Department of General Services, Bureau of Procurement
miscott@pa.gov