

Department of Transportation, Bureau of Office Services
Specifications – Paper Cutter

SCOPE/OVERVIEW:

This Invitation for Bid (IFB) issued by the Commonwealth of Pennsylvania, Department of Transportation (PennDOT), Bureau of Office Services shall provide a quote for a Paper Cutter needed for our Graphic Service Center (GSC).

WORKER PROTECTION AND INVESTMENT CERTIFICATION

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.

REJECTION OF BIDS

The Issuing Office reserves the right to reject any and all Bids, to waive technical defects or any informality in Bids, and to accept or reject any part of any Bid if the best interests of the Commonwealth are thereby served.

TIE BIDS

All tie bids will be broken by the Issuing Office.

AWARD

This bid will be awarded to the lowest responsive and responsible bidder. This bid solicitation has been reserved for Small Business Contracting. Only those Bidders certified as DGS Small Businesses through the Small Business Contracting Program may submit a bid for these services.

Unless all Bids are rejected, and except as otherwise provided by law, award will be made through the issuance of a contract/purchase order in accordance with the method of award. As a condition for receipt of award of a contract/purchase order, the Bidder must be registered in the Commonwealth of Pennsylvania's Vendor Master file. In order to register, bidders must visit the Pa Supplier Portal at <https://www.pasupplierportal.state.pa.us/> or call the Customer Support Center at 877-435-7363 or 717- 346-2676.

EQUIPMENT SPECIFICATIONS:

Please Note, Bidders must submit a Cut Sheet/Literature including all specifications with their bid.

New Paper Cutter with Manufacturer's Warranty meeting the following specifications (small variations may be acceptable at the discretion of the Commonwealth of Pennsylvania):

Cutting Width Min: 26.38 inches
Cutting Width Max: 30.5 inches
Feeding Depth Min: 26.38 inches
Feeding Depth Max: 30.5 inches
Feeding Height Max: 3.15 inches
Feeding Height Max: 4 inches
Clamp Pressure Min.: 400 lbs.
Clamp Pressure Max: 5,500 lbs.
Smallest Cut, Automatically, With False Plate: Min: 2 inches
Smallest Cut, Automatically, With False Plate: Max: 3.75 inches
Memory Capacity: Min. 99 programs
Hydraulic Clamping & Cutting

DELIVERY

Successful bidder must schedule delivery at least one (1) week in advance with the GSC and delivery must be made within 30 days after receiving a notice to proceed from PennDOT.

Successful bidder must be able to deliver and set in place per the following:

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- Site has a tractor-trailer height loading dock, with double doors that the machine will need to pass through three double doors.
- Opening size of standard type double doors is 68.75 inches.
- Set in place is approximately 150 feet from dock.

Delivery Address:

Graphic Service Center
1101 South Front Street
Harrisburg, PA 17104

INSTALLATION

PennDOT Graphic Service Center will ensure all proper electrical requirements are available and in place onsite before scheduled installation.

Successful bidder will set the paper cutter in place as directed by PennDOT GSC Personnel. PennDOT GSC Personnel will be responsible electrical connects. Once the machine is wired and ready for use, PennDOT GSC Personnel will notify the successful bidder. The successful bidder within one (1) week must demonstrate the operation of the paper cutter to PennDOT GSC Personnel such that the Paper Cutter is fully operational in all features. Should the Paper Cutter fail to be fully operational, it shall be made to comply with the contract by replacing at the successful bidder's expense.

BIDDER INSTRUCTIONS:

Bids are due by 3:00 PM EST on Friday September 29, 2023.

Bid shall be inclusive of all charges. No additional charges will be permitted.

Shipping must be included in bid. (F.O.B Destination)

QUESTIONS AND ANSWERS:

Questions must be submitted via email to:

Matthew Swineford
Department of Transportation
Bureau of Offices Services
400 North St. Keystone Bldg. 5th Floor
Harrisburg, PA 17120
Telephone: (717) 705-6303
Email: maswinefor@pa.gov

Vendor questions are due by 3:00 PM EST on Thursday, September 21, 2023.

Questions and answers will be posted via an Addendum by 3:00 PM EST on Tuesday, September 26, 2023.