

COMMERCIAL VEHICLE ELECTRONIC LOGGING DEVICE COMPLIANCE

STATEMENT OF WORK

I. SCOPE OF WORK:

The Commonwealth of Pennsylvania, Department of Corrections (DOC), with primary use by Pennsylvania Correctional Industries (PCI), requires Electronic Logging Devices (ELDs) necessary for compliance with the Federal Motor Carrier Regulations for automatic on-board recording devices set forth in Part 395.15 which can be found at <https://www.ecfr.gov/current/title-49/subtitle-B/chapter-III/subchapter-B/part-395/subpart-A/section-395.15>. PCI operates its own trucking fleet with intrastate deliveries to DOC locations, state agencies, municipalities and is seeking a company to supply products and services to comply with federal laws regarding ELDs.

II. CONTRACT REQUIREMENTS/SPECIFICATIONS:

- i. PCI is requiring a Telematics solution that includes:
 - a. Electronic on-board recording of hours of service that provides up to date driver availability including duty status, driving time and remaining hours of service.
 - b. System must be able to generate driver logs that are compliant with the Federal Motor Carrier Regulations for automatic on-board recording devices set forth in Part 395.15.
 - c. Drivers shall be able to enter non-driving status changes through the on-board driver display.
 - d. Fleet managers shall be able to receive automatic updates about duty status, driving time and remaining hours of service.
 - e. System shall provide automatic notification to drivers and dispatchers of impending or actual HOS violations.
 - f. Drivers and dispatchers shall have the ability to print their logs using a web browser.
 - g. System shall allow for two-way messaging between driver and dispatch.
 - h. Systems shall provide 24 x 7 call in hot line support and ability for driver to request a fax or email of the printed log.
 - i. Drivers can complete pre-trip and post trip inspections utilizing the on-board device, make comments on defects, review and sign off on repairs and submit the completed reports to the host system.
 - j. Dispatchers and Administrative staff shall be able to access the host system via Internet connection.
 - k. At a minimum, the system features will include Hours of Service Module, Driver Vehicle Inspection Reports, Fleet Visibility with two-way messaging and Vehicle Performance Monitoring.
 - l. On board devices like tablets or touch screen units must be able to be secured with a lockable docking station or similar device to prevent removal from the vehicle.

- m. All vendors must specify if the driver's on-board entry of data can be accomplished via a smart phone in lieu of a tablet or touch screen display.
- n. All vendors software applications must be compatible with Microsoft Edge and Apple devices.
- o. All vendors shall provide one account to include all locations.

ii. **QUALITY CONFORMANCE:**

The awarded vendor is required to provide the materials and services in conformance with the requirements listed herein. If during the term of the Contract, services performed by the awarded vendor fails to meet the requirements, as determined by the DOC in its sole discretion, PCI reserves the right to obtain the services from an alternate source. Should it be necessary to do so, the awarded vendor may be held liable for an incremental cost, in excess of the Contract price.

iii. **Installation:** shall occur on site for the following 41 devices:

- a. Additional vehicles may be added, deleted or replaced during the term of the Contract.

- b. Location of vehicles:

- SCI-Benner Township, 1 Institution Drive, Bellefonte, PA 16823 – 10 vehicles
 - SCI-Albion, 10745 Route 18, Albion, PA 16475 – 3 vehicles

- SCI-Frackville, 1111 Altamont Boulevard, Frackville, PA 17931 – 4 vehicles

- SCI-Houtzdale, 209 Institution Drive, Houtzdale, PA 16698 – 3 vehicles

- SCI-Mahanoy, 301 Morea Road, Frackville, PA 17932 – 3 vehicles

- SCI-Dallas, 1000 Follies Road, Dallas, PA 18612 – 4 vehicles

- SCI-Somerset, 1590 Walters Mill Road, Somerset, PA 15510 – 9 vehicles

- SCI-Phoenix, 1200 Mokychic Drive, Collegeville, PA 19426 – 5 vehicles

- iv. Vendor will provide a warranty of one year on all parts, at a minimum. Vendor is required to provide all maintenance, as necessary, for one year at no cost.
- v. Contract will permit upgrades of equipment upon vendor notification to PCI and mutual agreement. Contract will be updated to include upgrades, as needed or available.
- vi. Vendor will provide training and training materials, at no cost, to drivers and administrative personnel.
- vii. **Drivers:** 41 drivers, which may increase or decrease during the term of the Contract
- viii. **Pricing:** Vendor shall provide pricing as follows:
 - a. Price Per Electronic Logging Device Per Month

- b. One Time Installation Fee Per Electronic Logging Device
- c. One Time Purchase of Tablet/Touch Screen Unit (If Applicable). Leave blank if ELD is compatible with Android & IOS devices
- d. Hours of Service Software/App/Website Subscription Fee Per Month Per User

Comments	Quantity	Unit of Measure
Price Per Electronic Logging Device Per Month	41	Each
One Time Installation Fee Per Electronic Logging Device	41	Each
One Time Purchase of Tablet/Touch Screen Unit (If Applicable). Leave blank if ELD is compatible with Android & IOS devices	41	Each
Hours of Service Software/App/Website Subscription Fee Per Month Per User	41	Each

III. CONTRACT TERM:

The term of the Contract shall commence on the Effective Date 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 vendor and the Commonwealth (signed and approves as required by the Commonwealth contracting procedures) or b) the “Valid from” date printed on the Contract, whichever is later.

This is a 1-year Contract with 4 optional 1-year renewals.

IV. PRICE ADJUSTMENTS:

Following the initial term of the Contract, price adjustments may be submitted by the vendor only at the time of renewal and subject to mutual agreement. All vendors must provide justification and back-up documentation, indicating changes in operating expense taxes, labor, etc. All price adjustment requests must be submitted in writing, to the Contracting Officer for review and approval, at least sixty (60) days prior to the renewal date of the Contract. The price list shall remain fixed for the initial term of the Contract. Price lists may be adjusted, as noted above, at renewal time.

At no time may a vendor unilaterally change the services or prices of the Contract or bill for any services/prices that are not part of the Contract. Pricing shall be firm and fixed for the term of the Contract. Vendor shall quote a price per unit to include all necessary hardware, software applications, installation fees and training. Vendor shall also quote monthly fee for data charge/monitoring services for the applicable vehicle.

V. METHOD OF AWARD:

Single Award based on lowest cost.

VI. 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 DOC. 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.

VII. 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/>). Bid tabulations are for information only and do not constitute actual award or execution of a contract. The results of the apparent vendors and all bids are under review until final award of the purchase order.

I. ISSUING OFFICER:

All questions pertaining to this solicitation must be submitted in writing to *Christina Zambotti* czambotti@pa.gov.

Christina Zambotti
Procurement Specialist 1
czambotti@pa.gov

