

Specifications Part 1  
Light Duty Pickup and Cargo Vans Contract

**1. Specifications**

Minimum specifications are defined in the specifications attached to this bid, the actual bid sheet, and as well as PCID-1067 and PCID-1075 for PENNDOT. These are minimum specification requirements. Specifications shall be industry standard with approved options, including alternative fuel where applicable.

**2. Contract Term**

This is a two-year contract with three (3) one (1) year renewals where we allow price adjustments at the beginning of the second year of the contract with supporting documentation from the Manufacturer via the awarded Supplier(s). The renewal date is September 1<sup>st</sup>. All price adjustment requests beginning in the second year of the contract must be reviewed and approved by the Commodity Specialist before taking affect.

**3. Price Submission**

A single award by line item will be made to the lowest responsive and responsible bidder. Bidders must provide a firm-fixed price for each vehicle bid. Bid awards will be based on the lowest responsive, responsible bid for each make/model vehicle bid. The bid price shall include destination charges and all eligible discounts offered by the supplier and the OEM to the Commonwealth. This fixed price shall be effective for the first year of the initial term of the contract. A price adjustment may be requested in the second year with supporting documentation. It shall be understood that the pricing offered by the supplier to the Commonwealth shall be equal to or lower than that offered to the supplier's most favored customer. *Fleet delete options may be used after contract award for individual vehicle orders only, not at the time of bid submission.*

**4. Optional Equipment Pricing and Vehicle Availability**

Please note that only additional options within the contracted vehicle make, model, and trim can be ordered. Upgrading to another vehicle trim such as LS trim to LT trim within a vehicle model is not allowed. Prior to contract completion the tentative awarded suppliers will be notified by the Commodity Specialist to submit a list of available options per awarded vehicle(s) with the manufacturers invoice price within five (5) days of the notification. Failure to provide this information may result in your tentative awarded vehicles being awarded to the next low bidder.

The awarded supplier shall verify that the contract and option pricing is correct prior to issuing an acknowledgement of order. At the end of the current model year ordering dates, vehicles may also be sold from supplier existing stock at the contract price. Existing stock vehicles equipped with options not usually ordered by the Commonwealth may be sold at the invoice price for the options on top of the contract vehicle price. *Vehicle Up-fitting is allowed on this contract.* Up-fitting must be used for items such as snowplows, salt spreaders, etc., not luxury items. In order to facilitate the delivery of an in-stock or Pool vehicle in a more expedient manor than ordering a truck built to Specification or to allow for minor changes in specification to meet agency needs, the ordering unit may agree to specification changes up-to and including \$10,000.00 as determined based on Dealer invoice. Changes shall be noted on the PO header or line-item text and the PO shall reflect the adjusted Price. A copy of the dealer invoice with the applicable items changed, clearly marked shall accompany the vehicle at delivery.

**5. Vehicle Model/Trim Discontinuation/Additions and Order Cutoff.**

The awarded supplier is obliged to inform the contract Commodity Specialist of any discontinued vehicles or trim level options. The awarded supplier is obliged to provide the contract Commodity Specialist with any announced order cut-off dates for vehicles, options, colors, etc.

## **6. Acknowledgement of Order / Delivery Time Frame**

The awarded supplier must acknowledge receipt of an order within ten (10) calendar days from the day the purchase order is issued to the supplier. In order to ensure timely delivery, Commonwealth Agencies and participating local public procurement units should follow up on orders if a written acknowledgement is not received within ten (10) calendar days. The delivery time frame for vehicles is 130 days after the order acknowledgement

## **7. Pickup Site**

The awarded supplier must have a site within the confines of the Commonwealth of Pennsylvania for participating local public procurement units to pick up contract vehicles in lieu of paying for delivery.

## **8. Owner's Manuals**

For each make/model contract vehicle ordered by the Commonwealth, the awarded supplier shall provide one copy of the vehicle owner's manual directly to the DGS Bureau of Vehicle Management, Attn: Director, 2221 Forster Street, Harrisburg, PA 17103. Each vehicle shall include a copy of the manufacturer's service and warranty policy with all warranty verification vouchers, certificates and/or coupons.

## **9. Business Meetings**

The Commonwealth reserves the right to require the awarded suppliers and the OEM government sales representative to participate in a bi-annual business review meeting with Commonwealth staff. Suppliers are also obligated to attend contract implementation meetings as the Commonwealth deems necessary.