

SPECIFICATION/STATEMENT OF WORK

Commonwealth of Pennsylvania
Department of Conservation and Natural Resources
Bureau of State Parks

Articulating UTV (1) – PUG, Frog Pond Manufacturing

I. SCOPE OF WORK:

The Pennsylvania Department of Conservation and Natural Resources, Bureau of State Parks, Ricketts Glen State Park requires a vendor to supply an American manufactured “PUG” brand articulating UTV.

*** Please note that this is a no substitute solicitation.**

Any questions regarding the technical aspects of this bid should be directed to Scott Wilson at 570.477.5675 or scowilson@pa.gov. Questions regarding the contracting or bidding aspects of this solicitation should be directed to Lynda Cashner at 717.783.4884 or lcashner@pa.gov.

II. ARTICULATING UTV SPECIFICATIONS:

UTV must have the following specifications:

- Seating for two persons
- Four Wheel Drive
- Must Articulate in the middle of the driveline
- Total Payload capacity of 2,200 lbs
- Ability to articulate to navigate uneven terrain while carrying payload

Deliver to: Ricketts Glen State Park, 695 State Route 487, Benton, PA 17814. Phone: 570.477.5675

Contractor will notify the Park Office with a minimum two (2) business days advance notice for the delivery date and time of the UTV.

*Bid price must include delivery, all shipping, transportation, environmental handling, unloading charges, all labor, materials, equipment, accessories, Dealer prep, one (1) hour minimum to train park staff on the equipment and maintenance protocols, and all other costs necessary to provide the specified UTV.

III. CONTRACT TASKS:

The following tasks shall be completed in performance of the contract:

- Contractor shall provide Articulating UTV as specified.
- All equipment shall be subject to inspection and acceptance by the Park Manager or his designee.

IV. CONTRACTOR REFERENCES AND QUALIFICATIONS:

A. After bid opening and prior to awarding of the contract, the Department has the right to request references (names, addresses and telephone numbers) of similar items received in the previous two (2) years as proof of qualifications to supply the item involved in this contract.

References are an optional tool available to the Department to help determine bidder capabilities. If any of these references are requested and a bidder cannot supply the necessary documentation and proof of compliance, the Department reserves the right to reject the bidder. The decision to both request references or reject bidders based on inadequate reference will be made solely at the discretion of the Department.

B. 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. Failure to submit a completed Worker Protection and Investment Certification Form may render your submission as non-responsive.

V. CONTRACT TERM:

The contract shall commence upon execution and receipt of purchase order and terminate on October 31, 2022.

VI. BID AWARD:

Bidder must complete and return the following for award of bid:

- A.** The electronic Invitation for Bid to be found at: www.pasupplierportal.state.pa.us
- B.** A properly executed Reciprocal Limitations Act form that lists the state of manufacture for any supplies procured.
- C.** A properly executed Worker Protection and Investment Certification Form.

The unit price must include all materials and items necessary for product specifications.

Bids will be awarded based on lowest total sum.

Note: The Department will only accept out to two (2) decimal points when entering your bid.

VII. PAYMENT TERMS:

Payment shall be on a reimbursement basis following the delivery and final acceptance of approved product.

This contract will be paid by Automated Clearing House (ACH), commonly referred to as direct deposit. Contractor should review Section V.22 CONTRACT-016.2 Payment – Electronic Funds Transfer of the attached Commonwealth’s Terms and Conditions for complete details and contractor’s responsibilities.

VIII. INVOICES:

Invoice format shall be in accordance with the IFB – Invitation for Bid. All invoices for this contract MUST either be:

- A. Emailed to the following for a Paperless Email Invoice Option: 69180@pa.gov

For information on the Commonwealth’s E-Invoicing Program, visit: <http://www.budget.pa.gov/Programs/Pages/E-Invoicing.aspx>.

- B. Or, mailed to the following address:

Commonwealth of PA – PO Invoice
P.O. Box 69180 Harrisburg,
PA 17106

A copy of the invoice(s) **MUST** also be sent to the State Park:

By mail: Ricketts Glen State Park
695 State Route 487
Benton, PA 17814

Or email: rickettsglensp@pa.gov

All invoices **MUST** have the purchase order number, your SAP Contractor Number and be itemized to include description of product and corresponding line item number and date of delivery on the invoice. The name and address listed on the purchase order must also be listed on each invoice. Failure to provide this information will result in a delay of payment.

Please Note: Vendors are reminded to NOT include any employer identification numbers, Social Security Numbers, bank account information, or other personally identifiable information on their

invoices. That information is uniquely tied to your SAP Vendor Number, and for security purposes, should not be explicitly stated on an invoice.

IX. RECEIPT AND OPENING OF BID:

Bids must be submitted via the PA Supplier Portal, to be found at www.pasupplierportal.state.pa.us. Faxed, emailed, and mailed bids **will not** be accepted.

No responsibility will be attached to any employee of the Department for premature opening of, or failure to open, a bid for any reason whatsoever.

X. BID RESULTS:

Bidder can obtain bid results by accessing www.emarketplace.state.pa.us/bidtabs.aspx. The bid results will be posted as soon as practicable following the bid opening. The results are the apparent bidders, and all bids are under review until final award of the purchase order.