

# SPECIFICATIONS

## Highway Inlet Boxes, Grates & Frames

**1. CONTRACT SCOPE/OVERVIEW:** This Invitation for Bid (IFB) **6100058903** (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 Commonwealth of Pennsylvania (Commonwealth) Agencies for Highway Inlet Boxes, Grates & Frames. 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 September 1, 2023 and expire on August 31, 2025.

**3. OPTION TO RENEW:** The Contract or any part of the Contract may be renewed for a maximum of three (3) additional one (1) year terms upon mutual agreement between the Commonwealth and the awarded Supplier(s). DGS reserves the right to renew any and/or all Supplier contracts. Non-renewed contracts may be competitively re-bid.

**4. BIDDING INFORMATION:** Bidders must enter bid pricing into the attached Highway Inlet Boxes, Grates & Frames Bid Sheet (Attachment A) and submit it along with the electronic bid response. The bid sheet contains three (3) Groups of materials, each Group being broken down further into Lots. Each Group contains one (1) Lot for each of the eleven (11) Districts as defined by the Pennsylvania Department of Transportation (PennDOT). For a listing of counties that fall within each District, refer to Attachment G.

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.

- Attachment A – Highway Inlet Boxes, Grates & Frames Bid Sheet in Excel format. Do *not* provide in PDF format. **Bidders must enter bid pricing into this document and submit it along with their bid response. Failure to submit the completed document will result in the bid being rejected.**
- Attachment B – State of Manufacture Chart (Reciprocal limitations Act GSPUR-89)
- Attachment C – Iran Free Procurement Certification Form
- Attachment D – Lobbying Certification Form
- Attachment E – BOP-2201 Worker Protection and Investment Certification Form
- Attachment F – Supplier Information Form
- Attachment G – PennDOT Counties by District
- COSTARS Program Contractor Election to Participate form (if applicable)
- Copy of active DGS Certified Small Business certification (if applicable)

**5. METHOD OF AWARD:** DGS intends to award this IFB by Lot to the lowest responsive and responsible bidder of each Lot of items as listed on Attachment A. Suppliers must bid on all items in a Lot in order to be considered for award. The use of text such as “no charge, free or zero” is unacceptable. The use of a numeric zero is also unacceptable. The Commonwealth reserves the right to award by line item or to award all Lots to a single supplier if it is determined to be within the best interest of the Commonwealth to do so.

**6. QUANTITIES:** All quantities included in this solicitation are estimates and represent anticipated usage over a two (2) year period. NOTE: For certain items, a minimum quantity of two (2) was inserted for bid and award purposes. Actual needs for those items may be zero (0).

**7. QUALIFICATIONS:** Materials must be furnished from a source of supply approved and listed in PennDOT Publication 35, Bulletin 15, “Approved Construction Materials”, prior to the time and date of the bid opening or the bid may be rejected. Vendors interested in becoming approved for future contracts should contact DOT’s Bureau of Project Delivery using the following hyperlink:  
[https://www.dot.state.pa.us/public/pdf/BOCM\\_MTD\\_LAB/PUBLICATIONS/PUB\\_35/Current\\_Edition/Bulletin15.pdf](https://www.dot.state.pa.us/public/pdf/BOCM_MTD_LAB/PUBLICATIONS/PUB_35/Current_Edition/Bulletin15.pdf)

**8. SPECIFICATIONS:** The following specifications apply to this solicitation and are to which the materials furnished through this contract are required to conform to: PennDOT Pub 408, latest edition; and all supplements thereto; PennDOT Pub 72M latest edition with special attention to Standard RC-45M, RC-46M, and all supplements thereto. To view or order publications/drawings, visit the PennDOT Website - [http://www.penndot.gov/ layouts/pa.penndot.formsandpubs/formsandpubs.aspx](http://www.penndot.gov/layouts/pa.penndot.formsandpubs/formsandpubs.aspx) or call 717-787-6746.

Type D-H Inlet Box, Pre-cast, must be produced in accordance with PennDOT approved drawings per PennDOT Pub 72M, RC-46M.

All inlet boxes and concrete top units shall have lifting holes or lifting devices. Lifting holes shall be clear of reinforcement wire and bar.

All inlet boxes shall be provided with two (2) holes to accommodate six (6) inch plastic under-drain unless specified otherwise. The side and height from the invert shall be determined at the time of order.

Inlet boxes that exceed 5' in height shall include steps per PUB 46M, General Notes Item #16, at no additional cost.

Hole size or knockout panel size will be specified at the time of order.

**9. HEIGHT ADD-ON:** Items 20, 40, 110, or 140 will apply when the using Department requires a height increase to inlet boxes or risers. Height add-ons will be ordered in 3-inch increments for boxes and 6-inch increments for risers and will be in addition to the standard inlet box or riser height. Suppliers shall bid one unit price for each increment.

**10. CUSTOM ORDERS:** Following award, agencies may identify a need for a custom item that is not listed as a line item on Attachment A, but still falls within the scope of this Contract. When the need for a custom item arises, the ordering location will issue a request for quote to the awarded supplier for their District. Suppliers may accept or decline these orders at their discretion. If accepting the order, the supplier will coordinate drawings/specifications, lead time, delivery requirements, etc. with the ordering location. The supplier must also provide a written quote for the item(s).

If the District awarded supplier declines the custom order, the agency may issue a request for quote to another supplier(s) on the Contract.

Agencies shall utilize the Miscellaneous "W" line on the supplier's SAP contract when creating purchase orders for custom items and attach the supplier's quote to the PO.

**11. MINIMUM ORDER QUANTITY:** There is no minimum order quantity under this contract.

**12. DELIVERY:** All deliveries shall be F.O.B. Destination. Orders shall be delivered to the awarded locations in accordance with the following timelines:

- Items 30, 50, 60, 70, 130, 170, 180, 190, 200, 210 – shall be delivered within 30 calendar days after receipt of order.
- Items 10, 20, 40, 80, 90, 100, 110, 120, 140, 150, 160 – shall be delivered within 60 calendar days after receipt of order.
- Deliveries shall be made on an open bed truck or tailgated.

**13. FOB SOURCE OF SUPPLY DISCOUNT:** All items shall be made available for pickup by the using agency at the Supplier's source of supply. The using agency will coordinate pickup date and time with awarded Supplier. Suppliers shall bid a price discount when materials are picked up at the source of supply. Discount shall be a straight percentage that results in a price lower than the delivered price for the items, which will be applied to the total amount of the order. Suppliers shall quote their percentage discount on the tab titled "Source Pickup Discount" contained within Attachment A – Highway Inlet Boxes, Grates & Frames Bid Sheet.

**14. PRICE UPDATES:** Awarded suppliers may request to update their base material prices after the first year of the initial contract term (August 31, 2024) and again at the time of each subsequent contract renewal. All requests to update pricing must be submitted to the Issuing Office for review and approval no later than 60 days prior to the end of the current contract term. The awarded supplier is required to justify any price increase in a clear concise manner and may possibly be required to submit supporting documentation. If the price update is approved, a Change Notice to the contract will be issued to incorporate the change in pricing. The newly adjusted pricing will be effective and applicable to all deliveries on or after the effective date of the price change as identified on the Change Notice.

**15. 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.

**16. 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>

**17. 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.

**18. INQUIRIES:** Direct all technical questions via e-mail concerning the material in this bid to:

Michelle L. Scott, Commodity Specialist  
Department of General Services Bureau of Procurement  
555 Walnut Street  
6th Floor Forum Place  
Harrisburg, PA 17101  
717-703-2942 (phone)  
[miscott@pa.gov](mailto:miscott@pa.gov)