

1.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 ServiceCenter (GSC).

2.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.

3.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.

4.TIE BIDS

All tie bids will be broken by the Issuing Office.

5.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.

6.PROMPT PAYMENT DISCOUNTS

Prompt payment discounts will not be considered in making an award. If prompt payment discounts are offered by any Bidder, however, the Issuing Office will take advantage of such offer.

7.EQUIPMENT SPECIFICATIONS

New Paper Cutter with Manufacturer's Warranty meeting the following specifications:

- Cutting Width: 26.38 inches
- Feeding Depth: 26.38 inches
- Feeding Height Max: 3.15 inches
- Clamp Pressure Min.: 397 lbs.
- Clamp Pressure Max:3,307 lbs.
- Backgauge Speed on Return Way (0-...): 2.76 in/sec.
- Smallest Cut: .59 inches
- Smallest Cut, Automatically, With False Plate: 1.97 inches
- Dimensions (w x d x h): 49.21 x 71.85 x 59.06 inches
- Weight: 1,488 lbs.
- Memory Capacity: 198 programs

8.DELIVERY

•Successful bidder must schedule delivery at least one (1) week in advance with the GSC. •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:

Department of Transportation, Bureau of Office Services Statement of Work – Paper Cutter

- Site has a tractor-trailer height loading dock, with double doors that the machine will need to passthrough.
- Opening size of double doors is 68.75 inches.

Delivery Address:
Graphic Service Center
1101 South Front Street
Harrisburg, PA 17104

9.INSTALLATION

- PennDOT Graphic Service Center○Will ensure all proper electrical requirements are available and in place onsite before scheduled installation.
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- Successful bidder○will set paper cutter in place as directed by PennDOT GSC Personnel.
- ○will demonstrate the operation of the paper cutter to PennDOT GSC Personnel such that the PaperCutter 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.
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10.BIDDER INSTRUCTIONS:

- **Bids are due by 3:00 PM EST on August 16, 2023.**
- Bid shall be inclusive of all charges. No additional charges will be permitted.
- Shipping must be included in bid. (FOB)

11.QUESTIONS AND ANSWERS:

Questions must be submitted via email to:
David Stuller
Department of Transportation
Bureau of Offices Services
400 North St. Keystone Bldg. 5th Floor
Harrisburg, PA 17120
Telephone: (717) 720-7322
Email: dstuller@pa.gov

- Vendor questions are due by 3:00 PM EST on Tuesday, August 8, 2023.
- Questions and answers will be posted via an Addendum by 3:00 PM EST on Thursday, August 10, 2023