1. Purpose of Contract.

This Contract (identified here and in the other documents as the "Contract") provides for the procurement of Wheelchair Vehicles with approved options for Commonwealth agencies and participating Local Public Procurement Units. The Contract for these vehicles will incorporate Vehicle Delivery Requirements, in accordance with the Pennsylvania Commercial Item Description PCID-1067 and PCID-1120, "Pennsylvania Department of General Services, PCID-1067 and PCID-1120 Attachment C - General Requirements for Delivery of Vehicles, most current version effective at the time and date of bid opening, is included as a part of this specification.

2. Acknowledgement of Order.

The Supplier must acknowledge receipt of an order within ten (10) calendar days from the day the purchase order is issued to the Supplier. Supplier is responsible to provide anticipated delivery date on the acknowledgement. In order to insure timely delivery, DGS and participating Local Public Procurement Units should follow up on orders if written acknowledgement is not received within ten (10) calendar days.

3. Delivery Time.

Delivery time for Wheelchair Vehicles is 150 calendar days.

4. Delay of Order:

Should it be determined that the delivery date indicated on the acknowledgement of order will not be met, it is the supplier's responsibility to provide notification, in writing, to the ordering agency, DGS Commodity Specialist, and PennDOT Bureau of Public Transportation, of the reasons for delay. Such notification shall include documentation of any supply shortages, catastrophes, etc. causing the delay. Such notification shall include the new anticipated delivery date. Deliveries made outside the contracted delivery timeframe may be cause for liquidated damages.

5. Pick-up Site.

The Supplier must have a site within the confines of the Commonwealth of Pennsylvania for Commonwealth agencies and participating Local Public Procurement Units to pick up their vehicle(s), rather than have the vehicle(s) delivered.

6. Pilot Model.

DGS reserves the right to require the successful bidder to make mutually agreeable arrangements to deliver a "pilot model" for initial inspection. Pilot models(s) shall be delivered to the Department of Transportation, 2221 Forster Street, Harrisburg, PA 17120 for inspection, testing and approval. The remaining units shall not be delivered for inspection, testing and approval until after the pilot model has been accepted by DGS. The remaining units shall fully meet the requirements of the specifications and must be indistinguishable from the approved pilot model. The pilot model must meet all the mechanical requirements of the specifications.

7. Selection.

A Commonwealth agency or participating local public procurement unit that needs a Wheelchair Vehicle shall select a Supplier from the awarded Suppliers to furnish vehicle to the agency or unit based upon best value. In making its best value selection, an agency or unit shall evaluate and compare all pertinent factors, but primarily the purchase price and life cycle costs. In selecting the best value Supplier, the agency or unit may do one or more of the following: 1) request a best value offer with a reduction in the Contract price; 2) conduct an online auction for the purpose of obtaining a lower price; or 3) negotiate with the Supplier(s) for better Contract terms such as warranty, maintenance or delivery.

8. Additional Delivery Charges (Participating Local Public Procurement Units ONLY).

Participating Local Public Procurement Units may pick up ordered equipment at the awarded Supplier's place of business or have the equipment delivered by the Supplier for an additional CHARGE PER VEHICLE of $300.00


CWOPA requires that the Supplier and Original Equipment Manufacturer (OEM) actively participate in Bi-Annual Business Review meetings with the CWOPA commodity manager and fleet manager to evaluate past performance, address any issues, discuss upcoming vehicle changes, identify additional cost savings opportunities, and report build-out dates. CWOPA also requires that awarded suppliers attend a Contract Implementation meeting to discuss supplier requirements.
10. Monthly Purchase Reports.

The Supplier shall furnish to the CWOPA monthly electronic reports no later than the fifteenth calendar day of the month for the previous month's purchasing activity. Failure to provide this information may result in termination of the Contract.

Each report shall indicate name and address of the Supplier, Contract number, and period covered by the report. The following information shall be listed on the report for each order received:

- SRM Item No.
- Invoice Name
- Make
- Model/Trim
- Invoice (with all specifications)
- Delivery Charge
- Quantity
- Order Date
- Delivery Date

All such reports shall be created using a template provided by CWOPA. Final format and types of data requested will be agreed upon prior to Contract award. Reports shall be sent to:

- Alfonzo J. Robinson, Commodity Specialist, arobinson@state.pa.us
- Dale Decima, Acting Director of Vehicle Management, ddecima@state.pa.us
- Joslyn Thomas, Business Analyst, joslthomas@state.pa.us
- GS, PACOSTARS

11. Owner’s Manuals.

The Supplier(s) shall supply the appropriate Departmental Transportation Director and DGS’s, Bureau of Vehicle Management, one (1) copy of the Manufacturer’s Owner’s Manual(s) for each model vehicle awarded. Each vehicle shall include a copy of the Manufacturer’s Service and Warranty Policy with all warranty verification vouchers, certificates, and/or coupons.

12. Taxes.

All participating Local Public Procurement Units will be required to indicate on their purchase orders the Internal Revenue Service Registration Number for exemption from Federal Excise Tax, if applicable.

Inquiries:

Direct all questions to: Alfonzo J. Robinson
Department of General Services
Bureau of Procurement
555 Walnut Street, 6th Floor Forum Place,
Harrisburg, PA. 17101-1914
Telephone: 717-346-8181
Fax: 717-783-6241
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