

IFB# 6100040097 Highway Support Vehicles

Specification Part 1 IFB# 6100040097

1. **CONTRACT SCOPE/OVERVIEW:** Any Contract resulting from this Bid No. 6100040097 will cover the requirements of The Commonwealth of Pennsylvania for the "Highway Support Vehicles" as cited in the Invitation for Bid (IFB) document.
2. **PRICE ADJUSTMENTS**
 - a. Prices established in the Contract shall remain fixed for the first year of the Contract. Thereafter, Contractor may request a price increase. However, Contractor shall not request, and the Department will not entertain, more than one request for a price increase for each subsequent year.
 - b. Any requests for increases in prices must be supported by substantial, relevant evidence that the costs for the provision of services have increased in an amount that meets or exceeds the value of the requested increase.
 - c. The Department reserves the exclusive right to approve or deny a requested increase and to determine the amount of the increase. The Department's determination regarding price increases is final, binding on all parties, and not subject to appeal
 - d. The Department reserves the right to request price decreases at any time during the term of the Contract if it is found to be in the best interest of the Commonwealth.
 - e. Contract price increases may not exceed more than three percent per year.
 - f. Requests for increases are required to be made in writing and no later than 60 days before the annual anniversary date of the contract.
3. **LAST DATE AND TIME FOR SUBMITTING QUESTIONS:** All bid documents should be reviewed and questions prepared prior to the pre-bid meeting.
4. **PICK-UP SITE:** The Contractor must have a site within the confines of the Commonwealth of Pennsylvania for participating Local Public Procurement Units to pick up their vehicle(s), if they choose to pickup rather than have the vehicle(s) delivered.
5. **AWARD:** ALL LOTS WILL BE AWARDED ON A LOT BY LOT BASIS TO THE SINGLE RESPONSIBLE, RESPONSIVE BIDDER PROVIDING LOWEST PRICING PER EACH LOT.
6. **PRICING OPTIONS:** 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 \$5000.00 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.

Separate "NO LOAD" line items in each lot for CNG (Compressed Natural Gas) will not be included in the calculation for award. These items shall be factory installed or factory authorized options. If not available no response is required and in any event will not be considered in the award calculation.
7. **DELIVERY:** The contractor must deliver all units within Two-Hundred Forty (240) calendar days after receipt of a purchase order, issued against the contract. It shall be assumed by all parties that the contractor received the purchase order on the third business day following the day on the purchase order, unless the contractor provides credible evidence that the order was received on a later date.

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Delivery to be in accordance to PCID 1075 and/or PCID 1067 requirements.

8. **ADDITIONAL DELIVERY CHARGES (Participating Local Public Procurement Units ONLY):** Participating Local Public Procurement Units will pick up ordered equipment at the Contractor(s)'s place of business or have the equipment delivered by the Contractor for an additional CHARGE PER VEHICLE of \$500.00.
9. **SHIPPING:** Shall be in accordance with normal industry standards and at FOB Destination terms.
10. **MINIMUM ORDER:** The minimum order qualifying for F.O.B. Destination delivered prices shall be one (1) unit. (It is understood that prices bid & awarded are at FOB Destination delivered pricing that includes all delivery, shipping & handling, and set-up charges to the Commonwealth ordering agency's location, as stated in the Purchase Order).
11. **STANDARD WARRANTY:** The price shall include the standard manufacturer's warranty for all products provided if that warranty is greater than warranty required in the attached Terms and Conditions or PCID-1067 or PCID - 1075.
12. **Pre-Bid CONFERENCE:** Pre-Bid conference will take place on **10/04/2016 and 10:00 AM** at

DEPARTMENT OF GENERAL SERVICES
555 WALNUT STREET, 6TH FLOOR
HARRISBURG, PA 17101
CONFERENCE ROOM 1.

Public parking is no longer available in the Forum Place Garage. There is a public parking garage located across the street on 5th Street.

13. **POINT OF CONTACT AND MONTHLY REPORTS:**

Monthly Reports and other emails shall be addressed to:

Joslyn Thomas
Business Analyst
joslthomas@pa.gov

14. **INQUIRIES:**

Direct all inquiries to the following
Ralph Constance (YS4)
Department of General Services
Bureau of Procurement
Forum Place, 6th Floor
555 Walnut Street
Harrisburg, PA 17101-1914
E-Mail: rconstance@pa.gov