

# SPECIFICATIONS

## Herbicides

**1. CONTRACT SCOPE/OVERVIEW:** This Invitation for Bid (IFB) **6100044676** (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 of the Commonwealth of Pennsylvania (Commonwealth) Agencies for Herbicides. 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 May 1, 2018 and expire on April 30, 2020.

**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 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:** 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 return required documents.

- Attachment A – Herbicide 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 (This is the Reciprocal Limitations Act GSPUR-89 included as Attachment B to this Solicitation)
- Attachment C – Iran Free Procurement Certification Form
- Herbicide Literature, as described in these specifications.
- COSTARS Program Supplier Election to Participate form
- Copy of active DGS Certified Small Business certification (if applicable)

**5. METHOD OF AWARD:**

- a.) **Individual Items # 1 - 48, which are identified as (Individual)** on Attachment A – Herbicide Bid Sheet will be awarded by line item to the lowest responsive and responsible bidder. Individual items bid are evaluated at the base unit of measure listed on the bid sheet.
- b.) **Group Bid Items # 49 – 57 and identified as (Group Bid)** on Attachment A – Herbicide Bid Sheet will be awarded as a group to the lowest responsive and responsible bidder based upon total group bid cost. All items listed within the group and identified as a "group bid" must be bid to be considered for award. Awarded Supplier must be able to provide all items bid and awarded under the group bid.

If awarded a contract, the Supplier must be authorized to sell the awarded herbicide product(s) in Pennsylvania.

**6. QUALIFICATION & REGISTRATION:** Award is limited to those Suppliers who are authorized to sell the awarded herbicide product(s) in Pennsylvania. Suppliers must have proof that their product(s) are registered with the Pennsylvania Department of Agriculture and the United States Environmental Protection Agency (EPA). **Bidders are to provide the EPA number for each product they bid on Attachment A – Herbicide Bid Sheet where applicable.**

**7. SPECIFICATIONS:** The following Pennsylvania Commercial Item Descriptions (PCID) and their effective dates apply to appropriate items as listed in the bid. These specifications are available for download at <http://www.dgs.internet.state.pa.us/CommodityItemDescriptions/>. Enter the number portion only of the PCID listed below:

- PCID 1084: Adjuvants, effective 12/15/2014
- PCID 1092: Herbicides, Aquatic, effective 01/22/2018
- PCID 1093: Herbicides, Non-Selective, effective 12/20/2016
- PCID 1094: Herbicides, Weed & Brush Control, effective 04/24/2017

**8. PENNDOT (PD) APPROVED LIST & PCID:**

- a.) Herbicide products identified on Attachment A – Herbicide Bid Sheet by a **red PD** have undergone Roadside Vegetative Management research & testing by Penn State University over a period of several years. These products have been included in the herbicide contract as a direct result of this. Products bid for line items identified with the **red PD** must be the trade name brand product or the listed equivalent/generic version where referenced in column E.

Equivalent/Generic items listed under the **red PD** line items have been identified as being awarded under the current herbicide contract and are acceptable equivalents/generics based on satisfactory usage during the contract period.

No other brands/generic will be accepted for these line items.

If you would like a specific herbicide to be considered for inclusion on future bids for any of these line items listed on the bid sheet, you may submit the herbicide product for Roadside Vegetative Management research & testing. The herbicide product must pass the initial review to be considered. Factors taken into consideration for approval are (but not limited to): The intended PCID usage, Agency need, and value-added benefits. If the product is approved for the Roadside Vegetative Management research & testing you will be required to submit a sample for testing and have a representative available for pre-testing questions, conference calls and results (if applicable). The quantity of sample to be provided will be determined by the Department of Transportation (PennDOT). For consideration, submit your request in writing along with a label and a Material Safety Data Sheet (MSDS) and indicate to which line item on the bid sheet it is being compared. This information should be forwarded to:

Joseph Demko, Roadside Manager  
PA Department of Transportation  
Bureau of Maintenance and Operations  
400 North Street, 6th Floor | Harrisburg, PA 17120-0041  
Phone: 717.783.9453 | Fax: 717.787.7839  
[jodemko@pa.gov](mailto:jodemko@pa.gov)

You may submit request via email. Please CC the Commodity Specialist: Jean Halbleib ([jhalbleib@pa.gov](mailto:jhalbleib@pa.gov))

- b.) For line items identified on Attachment A – Herbicide Bid Sheet with a **red PCID**, bidders may bid trade name brand or generic/equivalent. The product being bid must meet the PCID specifications for that line item, as referenced in paragraph 7 of these Specifications.

**9. HERBICIDE LITERATURE (Labels and SDS):** Bidders shall indicate Name of Manufacturer and trade/generic name and attach with their electronic bid response, descriptive literature (authentic product labels or legible copies of authentic product labels and Safety Data Sheet) of items. Mark both labels and SDS with the item number from the bid sheet for which they pertain and the bidder's company name. Failure to attach literature and its information noted above to the electronic bid response may result in rejection of bid.

## 10. ORDERING:

a.) **Minimum Order** - See Attachment A – Herbicide Bid Sheet for the minimum shipment for each product, listed in column H.

b.) **Group Bid Items** - The following 9 products bid under the group bid status can be mixed and matched and ordered in **any** combination.

1. SAP Material # 312001 - Krenite S, 15 GAL
2. SAP Material # 311232 - Garlon 3A, 15 GAL
3. SAP Material # 322630 - Arsenal Powerline, 15 GAL
4. SAP Material # 322631 - Plateau 15 Gal
5. SAP Material # 322632 - Accord XRT 15 GAL
6. SAP Material # 322633 - Milestone VM 15 GAL
7. SAP Material # TBD - Freelexx
8. SAP Material # TBD - Method 240 SL
9. SAP Material # TBD - Vastlan

11. **DELIVERY:** All deliveries shall be made FOB Destination to any using location. Bid prices shall include all transportation, delivery, and handling charges. All products ordered from this contract shall be delivered within a reasonable time, not to exceed **ten (10)** calendar days after receipt of purchase order, unless otherwise agreed to, in writing, between DGS and the Supplier. No shipment will be accepted after 3:00 P.M. Monday thru Friday, or on State Holidays.

## 12. SPECIAL DELIVERY REQUIREMENTS:

a.) **Returnable-Refillable Container Program & Group Bid Items:** Applies to designated items only. Items included in this program are indicated as such on the bid sheet.

### **Container:**

- DOT certified returnable-refillable container with a capacity of 15 gallons
- 9 containers per pallet (135 gallons)
- Minimum shipment 1 pallet
- Stacking of containers is permitted according to container manufacturer specifications
- Must meet all Federal and State laws and regulations
- Constructed of medium density polyethylene and the color being natural
- Have handling rings on top and bottom
- Have a sump under dip tube opening (s) to allow complete extraction of material
- Not to exceed 21 inches in diameter

### **Dispensing System:**

- Orders shipped in returnable-refillable containers
- All containers equipped with Micromatic® drum valves and dip tubes or similar valving system compatible with Micromatic® coupler
- All drums made tamper evident to eliminate potential cross contamination

### **Delivery:**

- Commonwealth agency shall place orders to initiate delivery of product
- Commonwealth agency will initiate pick-up of empty containers
- Supplier shall pick-up and deliver product to the agency location during normal agency business hours

## b.) **Service Container for 15 Gal Returnable/Refillable Containers & Esplanade 200SC:**

Provide upon request:

Service Containers, in 2.5-gallon containers or less, as defined below:

- Department of Agriculture regulations title 7, chapter 128, page 128-4  
*Service container*—a container other than the original labeled container of a registered pesticide used for the purpose of holding, storing or transporting an original registered pesticide material or a pesticide end-use dilution.

Service Container labels to indicate the name and percentage of active ingredients and is accompanied by a readily available copy of the registered label that represents the pesticides contained therein.

**c.) Calibrated Measuring Device:**

One calibrated measuring device will be included per shipment for the following products:

- SAP Material # 312003 Oust XP
- SAP Material # 312004 Oust Extra
- SAP Material # 312000 Escort XP

**13. CUSTOMER SERVICE & SUPPORT:** Awarded Suppliers must offer ongoing technical assistance to all using agencies and entities via telephone and/or email.

Upon request, the awarded Suppliers shall make staff available to provide technical advice. These staff shall have knowledge and experience in managing vegetation and a least two (2) years' experience in recertification training and herbicide applications.

Upon request, the awarded Suppliers shall be required to assist in researching the following: effectiveness of various products and application techniques and methods, comparison of new to existing products, and evaluation of product and/or application performance in controlling weeds, brush, and other undesirable vegetation.

Awarded Suppliers shall also assist and/or provide field advice when new products are introduced and application techniques are initiated.

The following requirements are agency-specific to PennDOT:

Upon request, the awarded Suppliers shall assist in the four (4) regional applicator recertification trainings on an annual basis and be available to visit each of the eleven (11) PennDOT districts for on-site applicator training, equipment troubleshooting or weed control advice at least once a year.

**14. 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 Suppliers 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 Suppliers.

**15. 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>

**16. POST AWARD ADMINISTRATION:** The Suppliers performance shall be monitored and evaluated in accordance with the requirements outlined in the Contract. At a minimum, the Suppliers' performance shall be evaluated on an annual basis. Suppliers may be required to attend Contract Performance Review meetings. These meetings will be for the purpose of providing Supplier 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.

**17. INQUIRIES:** Direct all inquiries concerning this Invitation to Bid in writing with the subject heading of "Herbicides Bid 6100044676" to:

Jean Halbleib  
Commodity Specialist  
DGS Bureau of Procurement  
555 Walnut Street  
6<sup>th</sup> Floor Forum Place  
Harrisburg, PA 17101-1914  
(717) 346-8188  
[Jhalbleib@pa.gov](mailto:Jhalbleib@pa.gov)