

# SPECIFICATIONS

## Reflective and Non-Reflective Sheeting Materials & Accessories

**1. CONTRACT SCOPE/OVERVIEW:** This Invitation for Bid (IFB) **6100044716** (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 Reflective and Non-Reflective Sheeting Materials & Accessories, with the Pennsylvania Department of Transportation (PennDOT) being the main user of the contract. 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 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:** 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 – Sign Sheeting 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
- COSTARS Program 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 (group) to only one bidder per group. Bidders may bid on any group(s) as identified on the bid sheet. Group items will be awarded on total group bid cost. Bidders should enter their pricing by line item by BASE unit of measure (FT2 or GAL) as stated on the bid sheet. All quantities provided are estimates.

All items listed within the group must be bid to be considered for award. Awarded Supplier(s) must be able to provide all items bid and awarded under the group bid. Any quote for a group award that contains a bid price of \$0.00 for any individual material within that group may be cause for rejection of that group's bid.

Bidders may be awarded any/all or none items. All items bid must meet material specifications as stated in this IFB.

DGS will conduct its bid evaluation based upon, and award the contract to, the responsive and responsible bidder whose bid provides the pricing most advantageous to the Commonwealth. DGS will determine the proposal's benefit to the Commonwealth on the basis of total cost for group bid. DGS reserves the right to award by individual line item or to award all lots to a single bidder if it is found to be in the best interest of the Commonwealth.

**6. SPECIFICATIONS:** All material provided under this contract shall be from a manufacturer that is approved by PennDOT for the type being quoted. This approval must be obtained prior to the bid opening. The approved items are listed in PennDOT Bulletin 15 - Publication 35.

The following PennDOT material specifications and their effective dates apply to the appropriate items as listed in the IFB.

1. Specification for Barrier Delineation Sheeting, November 2, 2000
2. Specification for Non-Reflective Sheeting, December 10, 1999
3. Specification for Retroreflective Sheeting Materials and Process Inks, November 14, 2013

**7. TESTING AND INSPECTION:** Each shipment will be tested for compliance with specifications by the Bureau of Project Delivery, Construction and Materials Division, 81 Lab Lane, Harrisburg, PA 17110. The Commonwealth also reserves the right to inspect any supply source.

**8. MINIMUM ORDER:** The minimum order value for this contract shall be \$250.00. The awarded Supplier(s) may accept orders below the minimum at their own discretion.

**9. DELIVERY:** All orders shall be FOB DESTINATION to any location in Pennsylvania. Delivery shall be made within 30 calendar days after the receipt of the purchase order.

The vast majority of the orders under this contract will be shipped to: Pennsylvania Department of Transportation, Sign Distribution Center, 21st and Herr Streets, Harrisburg, PA 17120.

**10. 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.

**11. 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>

**12. 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.

**13. INQUIRIES:** Direct all inquiries concerning this IFB in writing with the subject heading of "Reflective and Non-Reflective Sheeting Bid 6100044716" 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)