

# SPECIFICATIONS

## Posts and Accessories

**1. CONTRACT SCOPE/OVERVIEW:** This Invitation for Bid (IFB) **6100045791** (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 Posts and 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 – Posts and Accessories Price Submittal 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
- Attachment D – Suppliers Contact Information
- 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 the lowest responsive and responsible bidder of each group meeting the specified requirements. Bidders may bid on any group(s) as identified on the bid sheet. Group items will be awarded on the basis of total group cost. 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.

**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. These specifications have been reviewed to encourage the use of recycled materials.

GROUP 1: Breakaway Channel Bar Posts – dated July 1, 2003

GROUP 2: Breakaway Steel Square Posts – dated October 10, 1997

GROUP 3: Type A Breakaway System with W and S Beam Posts – dated August 2, 1995

GROUP 4: Steel Sleeves for Wood Posts – dated August 15, 1994

GROUP 5: Multiple Signs Mounting Stringers – dated May 19, 1992

Anti-Theft Sign Bolt System – dated May 24, 1993

Vandal-Proof Sign Bolt System – dated August 29, 2003

GROUP 6: Slipmate Sign Support System – dated December 13, 2006

**7. SAMPLES:** PennDOT reserves the right to request samples of any item prior to the award of this bid. If requested, samples must be received at the Sign Distribution Center, Pennsylvania Department of Transportation, 21<sup>st</sup> and Herr Streets, Harrisburg PA 17120, within ten (10) days of receiving notification, verbal or otherwise, of the request to submit the samples.

**8. MINIMUM ORDER:** The minimum order values for this contract are established by group and are listed below. The awarded Supplier(s) may accept orders below the minimum at their own discretion. The ordering agency will be responsible for any shipping costs when ordering less than the minimum.

GROUPS 1 and 2: NOT LESS THAN 500 LBS (except bolts and nuts, washers, rivets, drive caps, universal spacers, formed channels, anchor plates, splice sleeves, may be ordered separately; however, when shipped with posts shall count toward total weight.)

GROUP 3: \$250.00 (except the minimum order for replacement sets shall be one (1) set).

GROUP 4: \$250.00

GROUP 5: One (1) Box or one (1) Pack

GROUP 6: \$500.00 - Slipmate Sign Support Items ONLY

**9. DELIVERY:** All orders shall be FOB DESTINATION to any location in Pennsylvania. Delivery shall be made within forty-five (45) calendar days after the receipt of the purchase order.

All orders over 200 lbs. in weight must be loaded in such a manner as to be capable of being unloaded by fork lift.

Truckload lot deliveries should be made by an open-body type truck with the materials loaded and blocked up in such a manner that all material may be unloaded from the side of the truck by a forklift. If delivery must be made utilizing something other than an open-bodied truck, all material must be tailgated to allow unloading by a forklift.

For deliveries exceeding 10,000 lbs., the vendor or trucking company making delivery shall contact the person listed on the Purchase Order at least twenty-four (24) hours before delivery to arrange for acceptance of the order.

**10. TESTING AND INSPECTION:** Shipments will be inspected upon receipt by agency personnel. The agency shall have the right to test and reject any item for non-compliance with this specification. The Supplier shall replace all rejected items at its own expense, including all shipping and handling charges. In the event the number of rejected items exceeds 3% of the total shipment, the Supplier shall replace the entire shipment at its own expense.

**11. PRICE ADJUSTMENT CLAUSE:** Contract prices will remain firm for the first year of the contract term, May 1, 2018 – April 30, 2019. Prices will be adjusted at the beginning of the second year and every six (6) months thereafter by utilizing the American Metal Market Newsletter. Materials contained within Groups 1 and 3-6 will use the Shredded Automobile Scrap - Pittsburgh, PA consumer buying price. The base being established for this contract is \$375.00/Ton as listed in the March 28<sup>th</sup>, 2018 report.

Materials contained within Group 2 only will use the Sheet and Coil, Hot Dipped Galvanized plus G90 Coating Midwest market price. The base being established for this contract is \$54.75/Ton as listed in the March 28<sup>th</sup>, 2018 report.

Beginning at the second year of the initial contract term, prices will be adjusted each May and November by comparing the prices listed in the report that is published on the Monday following the final Friday of the prior month. The amount of the adjustment will be determined by calculating the difference between the current reported prices and the established base prices; and applying the difference to each line item on a per pound (lb.) basis.

**12. 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.

**13. 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>

**14. 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.

**15. INQUIRIES:** Direct all inquiries concerning this IFB in writing with the subject heading of "Posts and Accessories Bid 6100045791" to:

Michelle L. Scott – Commodity Specialist  
Commonwealth of Pennsylvania  
Department of General Services  
6<sup>th</sup> Floor Forum Place  
555 Walnut Street  
Harrisburg, PA 17101-1914  
[miscott@pa.gov](mailto:miscott@pa.gov) | (717)703-2942