

SPECIFICATIONS PART 1
Parts, Truck, and Equipment

The Commonwealth may require the bidder(s) to supply its price lists/catalog and any updated price lists/catalogs in electronic format. Price lists/catalogs must be provided in one of the following formats: Word document, Excel spreadsheet, or PDF file on CD-ROM.

1. **PERFORMANCE:** The proposed unit shall be identical with the standard or improved model and a current production unit in use by the industry for the past twelve months preceding this bid opening. It shall be the responsibility of the bidder to assure that the proposed equipment conforms to the specifications and performs satisfactorily according to the specifications for the item.
2. **PACKAGING:** Unless otherwise stated in the specification, packaging shall be One (1) per box, with part number identification. Boxes may be shipped in packaged cartons. Cartons shall be clearly marked with the part number identification of the parts contained in the carton. Any box containing more than one item which is not a full carton of the same item shall be conspicuously marked and be in a visible position on the top of the shipping pallet.
3. **RETURN POLICY:** In the event CWOPA should have parts for return due to overstocking, product obsolescence, and others, over the period of one (1) year after purchase from this contract, as long as the items are unused and in new condition, CWOPA will be refunded for the full amount of the parts in hand less a Restocking Fee of no more than 15%. For return purposes, it will be necessary for CWOPA to provide proof of actual pricing paid (i.e. copy of original invoice) for parts being returned. CWOPA shall be responsible for reasonable freight charges. For items shipped incorrectly CWOPA shall not incur any expense for any reason.
4. **PRICE ADJUSTMENTS:** Contractor's pricing for lines bid by a fixed price, shall remain firm for the term of the contract. Items bid as a fixed price shall be considered Core Items.

An increase/decrease on individual line item pricing will be allowed at the time of renewal.

At no time are awarded suppliers allowed to unilaterally change products or pricing. Orders will be monitored to ensure compliance.

5. **ADDITION OF CORE ITEMS:** PennDOT may request to add additional Core line items based on a Weighted Average Discount line, if available in a particular group. The line item will be added at the Pre-determined Weighted Average Discount from the awarded supplier. That line shall then be considered a core item and the price shall remain fixed for the remainder of the contract.
6. **ELIGIBILITY:** In order to be eligible for award, a bidder must be the manufacturer of offered products or an authorized dealer or supplier of manufacturer's products. If a bidder is not the manufacturer of offered products, bidder must include with its bid a letter signed by the manufacturer stating the bidder is authorized to sell the manufacturer's products. The manufacturer will honor any responsibilities under warranty for products sold by bidder, if bidder fails to perform such service. The manufacturer must certify that all items bid in the Market Basket have been properly cross referenced to the market basket part number. A bidder who is bidding the referenced brand does not need to certify the reference but does need the letter of authorization. Bidders failing to provide signed, manufacturer's letter attesting to authorization to sell manufacturer's product may result in rejection of bid.

7. **METHOD OF AWARD:** Line items and Groups will be awarded based on the lowest responsible bidder for the particular Line Item or Group extended total. In Groups 1 and 2, a *Weighted Average Discount* will be determined, for the awarded vendor from the bid prices and shall be established as the Discount for purchases of non-core, catalog items by the same manufacturer under this contract. The awarded vendor in any Group with a Weighted Average Line Item following the group will be awarded the catalog Line Item as part of the award.

You do not have to bid on all groups or line items to be awarded under this contract, HOWEVER, You *MUST* Bid all items in a particular group to be an eligible bidder in that group. Failure to bid a Line item within a group shall result in the rejection of bid for that group award.

Case Quantities will **not** be considered in the award and are for ease of ordering from the awarded vendor at the discretion of the ordering agency.

8. **BLANKET PURCHASE ORDERS:** No blanket purchase orders shall be allowed under this contract.
9. **DELIVERY:** ALL Deliveries will be F.O.B. DESTINATION to any using agencies within the Commonwealth of Pennsylvania.

Contractor will be responsible for delivery of items on a (30) thirty-day basis unless otherwise specified in the commodity specification.

FOR ALL DELIVERIES TO PENNDOT EQUIPMENT DIVISION:

*******SAFETY*******

Skidding shall be the most common average size pallet. Product, including skid, shall be no more than 48" in height and shall be shrink wrapped or banded. All items of a specific part number shall be placed on homogenous pallets.

All material must be delivered between the hours of 8:00 AM and 2:30 PM.

PILOT MODEL: If requested, the successful bidder shall furnish one (1) complete pilot model meeting all the specifications within fifteen (15) days of receipt of the purchase order. Pilot model shall be delivered to the Department of Transportation, 17th Street & Arsenal Blvd., Harrisburg, ATTN: Stockroom for inspection, testing and approval by the Department of Transportation prior to shipment.

Contact the Fleet Division Stockroom at (717) 787-3959 three (3) days prior to delivery date for delivery instructions. **Please contact the Stockroom before shipping any partial backorders.**

INQUIRIES:

Direct all inquiries to the following:

Alfonzo J. Robinson
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Bureau of Procurement
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