

IFB# 6100046131 Trucks, Crew Cab

Specification Part 1 IFB# 6100046131

1. **PRE-BID CONFERENCE:** The Issuing Office will hold a pre-bid conference. The purpose of this conference is to provide opportunity for clarification of the IFB. Bidders should forward all questions before the pre-bid conference. Bidders may also ask questions at the conference. In view of the limited facilities available for the conference, Bidders should limit their representation to two individuals per Bidder. The pre-bid conference is for information only. Any answers furnished during the conference will not be official until they have been verified, in writing, by the Issuing Office.

Attendance at the pre-bid conference is optional. The pre-bid conference will be held on 07-11-2018 at 11:00 AM at 555 WALNUT STREET, HARRISBURG, PA 17101-1914 CONFERENCE ROOM 4.

Please note that public parking is no longer available in the Forum Place Building Parking Garage. Parking is available across the street at the 5th Street Parking Garage.

2. **LAST DATE AND TIME FOR SUBMITTING QUESTIONS:** All bid documents should be reviewed, and questions prepared prior to the pre-bid meeting.
3. **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 pick up rather than have the vehicle(s) delivered.
4. **AWARD:** ALL GROUPS WILL BE AWARDED ON A GROUP BY GROUP BASIS TO THE SINGLE RESPONSIBLE, RESPONSIVE BIDDER PROVIDING LOWEST PRICING PER EACH GROUP.

Separate “NO LOAD” line items in each group 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.

5. **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.
6. **PRICE ADJUSTMENT:** The Manufacturer Price Increase cannot exceed three percent per year and must be able to show justification for the increase.
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.

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

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8. **SHIPPING:** Shall be in accordance with normal industry standards and at FOB Destination terms.
9. **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).
10. **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.
11. **TRAINING:** TRAINING WILL BE AS DESCRIBED IN IFB 6100046131 CREW CAB TRUCKS TRAINING DOCUMENT. TRAINING IS A NO LOAD ITEM AND WILL NOT BE CONSIDERED IN THE AWARD PROCESS.
12. **POINT OF CONTACT AND MONTHLY REPORTS:**

Monthly Reports and other emails shall be addressed to:

Joslyn Thomas
Business Analyst
joslthomas@pa.gov

13. **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