

## **Attachment -B**

### **Commonwealth of Pennsylvania**

#### **Department of Transportation**

#### **Statement of Work**

1. Overview: PennDOT District 3, Tioga County, is in need of corrugated round metal pipe and pipe bands as listed in Pub 35 Qualified Products List for Construction, Bulletin 15. Material must meet specifications as required in Pub 35 Bulletin 15. Material will be delivered by the awarded vendor directly to the locations listed in the IFB. Estimated delivery is mid-September 2018.
2. Issuing Office: Commonwealth of Pennsylvania, Maintenance District 3-7, Tioga County. Please refer all inquiries to:

Jeanne Cizek,  
Purchasing agent  
6 Berwart Street  
Wellsboro, PA 16901  
Telephone No. (570) 724-4142  
Fax No. (570)724-1168  
[jcizek@pa.gov](mailto:jcizek@pa.gov)

3. Extension of Purchase Order: This material is expected to be delivered in mid-September 2018. In the event that the Commonwealth needs to defer delivery, the agency has the authorization to extend the Purchase Order associated with this IFB (Invitation for Bid) to a period no longer than one year from date of IFB.
4. Addenda to the IFB: If it becomes necessary to revise any part of this IFB, addenda will be executed and posted to the Department website, [www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us).
5. Specifications: Qualified Suppliers will be required to furnish the material in accordance with Pub 35.
6. Must be approved and listed in Pub 35, Bulletin 15 (latest version), to produce and supply pipe and pipe bands for PennDOT, the PennDOT Publication 408 latest edition according to but not limited to the following: Section 601.2(a)4.d Metal Pipes – Corrugated Galvanized Steel Pipe.

7. Quotes: Suppliers must submit quotes by the date and time and via the method specified in the IFB (Invitation for Bid) to be considered for award. All quoted process will remain firm, for a minimum, the time identified in the IFB and must be prepared and submitted in accordance with the specifications of the IFB, if any. Quoted prices must be inclusive, of all transportation, delivery, handling charges, fees, overhead, profit, etc. IFB must be signed by an authorized signatory (see attached description of who is authorized to sign.)
8. Alternates: Alternate material will not be accepted.
9. Selected Supplier Responsibilities: Material must pass on-site receiving inspections to ensure compliance with minimum specification requirements. If material is rejected in an inspection, the supplier shall receive no reimbursement. The supplier will be responsible for removing the rejected material at no additional cost to the Commonwealth.
10. FOB Destination: FOB Destination award is the total price that the Commonwealth will pay to be delivered to a Commonwealth location (i.e. job site, stockpile, etc.). It shall be understood that for IFBs requesting materials for FOB Destination, all quoted prices shall include transportation costs for delivery.

For FOB Destination, if a supplier cannot or does not commence delivery at the established delivery time, the Commonwealth can terminate the award and issue the award to the next most economically feasible supplier available who responded to the applicable IFB. If award is made to another supplier, immediate availability is a factor in the selection process, and the delinquent supplier is responsible for any excess cost to the Commonwealth. Continued failures may result in cancellation of the Purchase Order.

11. Approved Source: Qualified Suppliers, including both producers and agents, shall provide only Bulletin 15 approved materials from a Bulletin 15 approved source. Suppliers who provide materials from a source that has been suspended or lost Bulletin 15 approval status, or provide specific materials that have been suspended or lost Bulletin 15 approval status will be required to stop delivery on any open orders and will not receive additional requests for quotes until reinstated by PennDOT.
12. Delivery Ticket: The supplier shall furnish, with each shipment, an original and one copy of a certified delivery ticket. In cases where computerization requires the supplier to retain the original copy, two copies of the delivery ticket are acceptable; however, stamp or indicated one of the copies: "ORIGINAL DUE TO COMPUTERIZED OR AUTOMATIC MACHINE ACCOUNTING."

## SPECIFICATIONS/REQUIREMENTS FOR PROPOSED PIPE AND BANDS

1. Must be an approved manufacturer from eCAMMS/BUL 15.
2. Must contact the Purchasing Agent with at least a two-week lead time from vendor on delivery date.

Contact Information:

**Jeanne Cizek** | Rdwy Prgms Tchn 2  
PA Department of Transportation  
Maintenance District 0370 | Tioga County  
6 Berwart St | Wellsboro PA 16901  
Phone: 570.724.4142 | Fax: 570.724.1168  
www.dot.state.pa.us

3. Vendor will deliver and unload all material.

Must deliver pipe and bands to the following delivery locations:

**Item 1: Pipe-42x29x40, 16 Gauge to 10131 SR 287 Wellsboro, PA 16901**

**Item 2: Pipe-28x20x40, 16 Gauge to 10131 SR 287 Wellsboro, PA 16901**

**Item 3: Pipe-83x57x70, 10 Gauge to 10131 SR 287 Wellsboro, PA 16901**

**Item 4: Pipe-71x47x50, 10 Gauge to 10131 SR 287 Wellsboro, PA 16901**

**Item 5: Pipe-21x15x170, 16 Gauge to 10131 SR 287 Wellsboro, PA 16901**

**Item 6: Pipe-17x13x40, 16 Gauge to 10131 SR 287 Wellsboro, PA 16901**

**Item 7: Pipe-72x40, 10 Gauge to SR 1020 (Alder Run Rd) Millerton, PA 16936**

**\*Segment 90 Offset 1280**

***\*This bid must include 4 lifting lugs and the pipe must be one piece 40' in length.***

**Item 8: Bands-42x29 One (1) each to 10131 SR 287 Wellsboro, PA 16901**

**Item 9: Bands-28x20 One (1) each to 10131 SR 287 Wellsboro, PA 16901**

**Item 10: Bands-83x57 Three (3) each to 10131 SR 287 Wellsboro, PA 16901**

**Item 11: Bands-71x47 Two (2) each to 10131 SR 287 Wellsboro, PA 16901**

**Item 12: Bands-21x15 Five (5) each to 10131 SR 287 Wellsboro, PA 16901**

**Item 13: Bands-17x13 One (1) each to 10131 SR 287 Wellsboro, PA 16901**

## PERSONS AUTHORIZED TO SIGN AGREEMENTS ON BEHALF OF CORPORATIONS

This memorandum serves to clarify which officers may execute agreements on behalf of a for-profit or not-for-profit corporation.

Unless the agreement, or its accompanying specifications, requires two signatures, only one corporate officer may sign an agreement, if the officer is a senior officer. For our purposes the Chairman, President, Vice-President, Senior Vice-President, Executive Officer and Chief Operating Officer are the senior officers of a for-profit or not-for-profit corporation.

Junior officers consist of the Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Chief Financial Officer and controller. If a senior officer signs for the corporation, then a junior officer may attest the signature of that senior officer. If the agreement has the signature of a junior officer only, or if a junior officer signs and another junior officer attests that signature, additional evidence of that officer's authority to sign the agreement on the corporation's behalf must accompany the agreement. This evidence can be in the form of a corporate resolution, an internal corporate delegation document or a letter from one of the senior officers or the Secretary, authorizing the signatory to sign on behalf of the corporation. This letter must be on a corporate letterhead.

PERSONS AUTHORIZED TO SIGN AGREEMENTS ON BEHALF OF SMALL  
BUSINESS ENTERPRISES AND MUNICIPALITIES.

This memorandum serves to clarify the guidelines for execution of the signature process for individual, small business owners, and Municipalities.

1. **Individual:** Dose not have a business - NOT A BUSINESS ENTITY. The successful bidder does not own a business or does not have any other fictional name: On the signature page at the line for ownership you would put individual, have it attested by someone familiar with your signature.
2. **Corporations:** Signed by president or vice president, attested by the following - see page
3. **Sole Proprietorship:** Signed by the owner, witnessed by any other person name and business name.
4. **General Partnership:** Signed by any general partner (Limited partner cannot sign) and witnessed by any other person.
5. **Limited Partnership:** Signed by any general partner (Limited partner may not sign) and witnessed by any other person.
6. **Unincorporated Association:** Signed by person designated in the association's by-laws or by a resolution of the association's board and witnessed by any other person.
7. **Joint Ventures:** A combining by two or more persons for a specific business purpose. Signed and witnessed by both joint ventures.
8. **Municipalities:** Signed and witnessed by individuals authorized in the resolution.