

PENNSYLVANIA STATE POLICE
Bureau of Emergency and Special Operations, Mounted Section

SPECIFICATIONS: HORSE HAY

I. SCOPE OF WORK:

This purchase order will cover the requirements of the Pennsylvania State Police, Bureau of Emergency and Special Operations (BESO), Mounted Section, for the supply of hay needed to feed Department Horses.

Any questions regarding the technical aspects of this bid should be directed to Cpl. Carrie Neidigh, 717-533-3464 or by email at cneidigh@pa.gov. Any questions regarding the bidding or contractual aspects of this bid should be directed to Jody Steffen at 717-346-9790 or by email at josteffen@pa.gov.

II. LOCATION:

All hay to be delivered to the PA State Police, Bureau of Special Operations – Mounted Section horse stables located at 171 East Hersheypark Drive, Hershey, PA 17033

III. PURCHASE ORDER CONDITIONS:

Vendor shall provide hay and the following conditions shall be completed in performance of the purchase order:

Delivery

- Minimum single shipment of eight (8) tons to be delivered in a vendor supplied enclosed trailer capable of housing entire quantity of hay received. Trailer must be available to remain onsite in area designated by PA State Police until quantities are depleted and next delivery is requested.
- Hay to be requested on an “as needed” basis and delivery must be made within two (2) days of request.
- Deliveries to be accepted only during the hours of 6:00 a.m. and 3:00 p.m., Monday thru Sunday or as noted at the time of the request, by a PSP employee to verify delivery amount.
- All items shall be delivered F.O.B. Destination. Bid price shall include all shipping, transportation, and associated charges for delivery. The Pennsylvania State Police will contact the vendor with delivery instructions as needed.

Material

- Vendor shall provide hay, horse, #1 Timothy or Orchard Grass Mix, 20%-40% Alfalfa, free of mold, no rain while being dried.

IV. ESTIMATED QUANTITIES:

The quantities herein are estimated and may increase or decrease dependent upon the actual needs of the Department. Vendor shall be paid at the unit price for quantity delivered.

V. VENDOR REQUIREMENTS:

Vendor agrees to comply with all attachments to this contract as referenced on the Invitation for Bids document.

Invoice format will be in accordance with the Invitation for Bids form and subsequent Purchase Order. Failure to invoice in accordance to the Purchase Order Unit Prices could result in delay of payment.

VI. CONTRACT TERM:

The contract shall commence upon execution of purchase order and terminate December 31, 2019. Further, the parties may agree to renew this contract for four (4) additional annual terms, with the final termination date of December 31, 2023, upon the same terms and conditions set forth in this contract.

The vendor may, upon renewal, increase the unit price by a rate not to exceed 3%. The vendor shall provide written notification to Jody Steffen, PA State Police, P&S Division, 1800 Elmerton Avenue, Harrisburg, PA 17110, or fax to 717-214-3383 no later than three (3) months prior to the termination date if a renewal is requested and if such increases are requested.

VII. BID AWARD:

The bidder shall complete the electronic Invitation for Bid to be found at www.pasupplierportal.state.pa.us and complete and attach the following to the electronic Invitation for Bid for award of the bid:

a. **Reciprocal Limitations Act form.**

The Department will only accept out to two (2) decimal points when entering your "Unit Price" figure on the Invitation for Bids sheet.

Bid will be awarded based on the lowest unit price of the bid.

VIII. PAYMENT TERMS:

Payment shall be made upon satisfactory delivery of merchandise.

IX. RECEIPT AND OPENING OF BIDS:

Bids will be submitted via the PA Vendor Portal, to be found at www.pasupplierportal.state.pa.us. **Faxed bids and mailed bids will not be accepted.**

No responsibility will be attached to any employee of the Department for the premature opening of, or the failure to open, a bid for any reason whatsoever.

X. INVOICES:

All invoices for this contract **MUST** be sent to the following address:

Commonwealth of PA – PO Invoice
P.O. Box 69180
Harrisburg, PA 17106

All invoices **MUST** have the Purchase Order Number, as well as your SAP Vendor Number, on the invoice. Failure to provide this could result in a delay of your payment.

Attachments