

STATEMENT OF WORK

(1) TRUAX OTG 7508 NATIVE SEED DRILL

Department of Conservation and Natural Resources
Pennsylvania Bureau of Forestry
Harrisburg, Pennsylvania

I. SCOPE OF WORK:

The Department of Conservation and Natural Resources, Bureau of Forestry, requires a vendor to supply one (1) TruAx OTG 7508.

*Please note that this is a **no substitute** solicitation.

Questions regarding the technical aspects of this bid should be directed to Joe Tate, Forest Program Specialist at (717) 787-5758 or jotate@pa.gov. Questions regarding the contracting or bidding aspects of this solicitation should be directed to Carol Durham at (717) 783-3309 or cdurham@pa.gov.

II. CONTRACT REQUIREMENTS:

Supply of one (1) TruAx no-till seed drill OTG 7508, current model or newer, to include the following standard and optional equipment and accessories:

- No Till assembly
- Native/Fluffy seed box in vertical feed configuration
- Interchangeable surface imprinters
- Discs with double row bearings

Delivery to:

Michaux State Forest
Michael Wright
10099 Lincoln Way East
Fayetteville, Pa 17222

*Bid price is to include delivery as well as all shipping, transportation, environmental handling, unloading charges, and any other associated charges for delivery.

Vendor must notify the Office at (717) 352-2211 to give 24-hours advance notice for the expected delivery date and time of arrival to the site.

III. CONTRACT TERM:

The contract shall commence upon execution and receipt of purchase order and Notice to Proceed and terminate January 31, 2019.

IV. BID AWARD:

Bidder must complete and return the following:

- A. The electronic Invitation for Bid to be found at www.pasupplierportal.state.pa.us,
- B. A properly executed Reciprocal Limitations Act form that lists the state of manufacture for any supplies procured.

The unit price shall include all materials and items necessary for product specifications.

The bid will be awarded based on total sum.

Please note that the Department will only accept out to two (2) decimal points when entering your pricing.

V. PAYMENT TERMS:

Payment shall be made on a reimbursement basis following the delivery and final acceptance of approved product.

VI. INVOICES:

Invoice format shall be in accordance with the IFB – Invitation for Bid.

All invoices for this contract MUST either be:

- A. Emailed to the following for a Paperless Email Invoice Option:

Email a copy of the correctly executed invoice to: 69180@pa.gov.

For information on the Commonwealth's E-Invoicing Program, visit:
<http://www.budget.pa.gov/Programs/Pages/E-Invoicing.aspx>.

- B. Or mailed to the following address:

Commonwealth of PA – PO Invoice
PO Box 69180
Harrisburg PA 17106

All invoices MUST have the purchase order number, as well as your SAP Vendor Number on the invoice. The name and address listed on the purchase order must also be listed on each invoice. Failure to provide this information may result in a delay of payment.

Please Note: Vendors are reminded to **NOT** include employer identification numbers, Social Security Numbers, bank account information, or other personally identifiable information on their invoices. That information is uniquely tied to your SAP Vendor Number and, for security purposes, should not be explicitly stated on an invoice.

VII. RECEIPT AND OPENING OF BIDS:

Bids will be submitted via the PA Supplier 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.

VIII. BID RESULTS:

Bidder can obtain bid results by accessing <http://www.emarketplace.state.pa.us/BidTabs.aspx>. The bids will be posted within three (3) business days following the bid opening. The results are the apparent bidders, and all bids are under review until final award of the purchase order.

Attachment