

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

SPECIFICATIONS: HORSE BEDDING

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 bedding needed for 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 bedding to be delivered to the PA State Police, Bureau of Special Operations – Mounted Section horse stables located at 171 East Hershey Park Drive, Hershey, PA 17033

III. PURCHASE ORDER CONDITIONS:

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

Delivery

- Bedding to be requested on an “as needed” basis and delivered in single shipments of four (4) pallets holding fifty (50) – 40 lb. bags (200 bags per delivery) of bedding. Delivery must be made within 48 hours of vendor notification.
- “As needed” deliveries for bag bedding are requested approximately every two (2) to three (3) weeks.
- 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 compressed wood pellet type horse bedding in 40lb bags.

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. PURCHASE ORDER TERM:

The contract shall commence upon execution of purchase order and terminate December 31, 2019. Further, the parties may agree to renew this purchase order 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 increase the unit price, every six months, by a rate not to exceed 3% annually by submitting written notification no later than June 1st and December 1st, with price increase to be effective January 1st and July 1st. The vendor shall provide written notification three (3) months prior to the termination date of purchase order if option to renew is requested. All written notifications should be sent to Jody Steffen, PA State Police, P&S Division, 1800 Elmerton Avenue, Harrisburg, PA 17110, or fax to 717-214-3383 as outlined in this contract.

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