

## **SPECIFICATIONS**

### **Evaporated Salt (Bulk)**

**1. SCOPE/OVERVIEW:** This Invitation for Bid (IFB) 6100047968 (identified here and in the other documents as the "Contract" or "PO") is being solicited as a supplement to IFB 6100037519 and will cover the requirements of PennDOT (identified here as the "Department") for **Evaporated Salt (Bulk)** for the purpose of making brine. In addition, Local Public Procurement Units (COSTARS), as defined by the Commonwealth Procurement Code, may use this contract in accordance with the COSTARS Provision contained within the contract terms and conditions.

**2. BIDDING INFORMATION:** Bidders must enter bid pricing into the attached Evaporated Salt Bid Sheet (Attachment A) and submit it along with the bid response. Bidders will be requested to submit pricing by County as listed on the bid sheet.

The following documents are required to be completed and attached with your bid. These are in addition to any other requirements to submit documentation within the bid specifications. Bids may be rejected for failure to return required documents.

1. Attachment A – Evaporated Salt (Bulk) Bid Sheet in **Excel** format. Do *not* provide in PDF format. **Failure to return this document or to return it without bid pricing will result in the bid being rejected.**
2. Attachment C – State of Manufacture Chart (This is the Reciprocal limitations Act GSPUR-89 included as Attachment C to this Solicitation)
3. Material Safety Data Sheet
4. COSTARS Program Contractor Election to Participate form
5. Iran Free Procurement Certification Form
6. Lobbying Certification Form
7. Copy of active DGS Certified Small Business certification (if applicable)

**3. METHOD OF AWARD:** Award will be made by line item, to the lowest responsive and responsible bidder, based on the delivered price per ton. Bid prices are evaluated at the base unit of measure. All items bid must meet material specification as stated in these Specifications.

**4. SPECIFICATIONS:** All products bid under this Contract must conform to the following material specification:

#### **Attachment B – Evaporated Salt Specifications (Brine)**

**5. QUALITY CONTROL:** The Supplier is required to maintain quality control during the production and shipment of material. Documentation outlining the Supplier's quality control program may be requested by the issuing office at any time during the life of the contract.

**6. MINIMUM ORDER:** The minimum order for this contract is 22 tons.

**7. DELIVERY:** All deliveries shall be F.O.B. destination to any location within the county where the Supplier is awarded. Delivery shall be made within 7 business days after receipt of purchase order/document. The Supplier is required to notify the PennDOT County Maintenance Manager or using entity personnel at least forty-eight (48) hours prior to intended delivery date and time.

All deliveries of material are required to be protected by waterproof covering throughout the shipping process. The Department/using entity may reject unprotected shipments.

For reference purposes, the PennDOT plant location listing is attached. These locations are subject to change and the Commonwealth reserves the right to add, delete and/or alter locations as necessary.

**8. ADDITIONAL DELIVERY REQUIREMENTS:** Each facility may require specific delivery instructions and truck requirements. Suppliers shall coordinate with each facility and comply with each facility requirements for delivery as requested.

**9. SHIPMENT:** Suppliers are required to use their own bill of lading, which contains a statement indicating that “this material has been tested and meets the required specifications.” The form shall also include:

- Type of material
- Producer, name and location
- Stockpile or producing plant location
- Company laboratory report number
- Date of shipment
- Consignee, name and location
- Truck number
- Quantity (tons)
- Purchase order number
- Lot number
- Weigh master’s signature or (e-signature)

**10. WEIGHING:** On all shipments originating outside of the Commonwealth of PA, certified weight slips from the supplier (shall have the point of origin the fill, or Plant) must accompany each truckload. Shipments originating within the Commonwealth of PA must be weighed by a licensed public weigh master and accompanied by a certified weight slip. An electronic digital measuring device is acceptable if a source has the capability in its scale. The scale used requires approval by the Pennsylvania Department of Agriculture, Bureau of Rides and Measures Standards, or tested and approved by a scale repair service having testing capabilities with appropriate weights and procedures as contained in Scale Code NIST Handbook 44. The NIST codes can be found at: <http://www.nist.gov>

The awarded Supplier is responsible for the preparation of accurate weight slips, certification attesting to the accuracy of the weights recorded, and assuring conformance with PennDOT Publication 408 or **latest version**, section 107.23(b). The online Publication 408 may be found at:

[http://www.dot.state.pa.us/public/PubsForms/Publications/Pub\\_408/408\\_2016/408\\_2016\\_3/408\\_2016\\_3.pdf](http://www.dot.state.pa.us/public/PubsForms/Publications/Pub_408/408_2016/408_2016_3/408_2016_3.pdf)

Weighing by PennDOT's weigh team is not required. The Supplier shall provide a corrected billing or provide the material at no charge to compensate for any weight in excess of 3% that was invoiced, but not received by the Agency. Within 30 days of notification by the Agency, the Supplier shall provide the District Executive or (assigned Agency representative) a written description of the corrective actions and safeguards and the time when they were implemented.

**11. PRICE ADJUSTMENT:** The Supplier's bid price will be adjusted (up or down) on the first business day in October, January and April of each year to offset the volatility of the fuel costs associated with the contract. The adjustment in fuel cost is calculated by comparing the diesel price derived from the weekly OIL PRICE INFORMATION SERVICE (OPIS), PADD 1 REPORT with the established contract base diesel price.

The amount of the price adjustment will be the actual variance between the selected OPIS diesel price and the established contract base diesel price.

The base diesel price and the monthly diesel price are established from the OIL PRICE INFORMATION SERVICE (OPIS), PADD 1 REPORT published weekly except last weeks in June and December by United Communications Group, Bethesda, MD. Telephone (301) 816-8950.

Calculation is derived from the following:

Base Price (cts/gal ULS-No2) = (Harrisburg Avg + Philadelphia Avg + Pittsburgh Avg)/3

The scheduled contract diesel price adjustments will use the same formula but will be calculated using OPIS data that was in effect the third Monday of the previous month, for each month the contract adjustment is permitted (October, January and April).

In the event that the report is not published for that week, the previous week's report will be used.

If the result of the selected weekly OPIS diesel price is greater than the established contract base price, an upward price change is issued. If the result of the selected weekly OPIS diesel price is less than the established contract base price, a downward price change is issued.

A Change Notice to the contract is issued to incorporate the price change and change all contract awarded prices for deliveries on or after the effective date of the price change. If an order is placed and the delivery is made after the 7-day timeframe, the price paid for that delivery will be the price in effect during the 7-day timeframe it was to be delivered.

The base price for ULS-No2 diesel under this contract is \$2.0739 as calculated using the OPIS PADD 1 report data effective Monday, April 8, 2019

The effective date of the price adjustments will be the first business day of that month's scheduled adjustment. This date may vary slightly due to unforeseen circumstances.

**12. ADDITIONAL MATERIALS:** Additional line items that are reasonably construed to be within the scope of this procurement may be added to the contract at the request of the Using Agency. In the event that DGS determines that the additional line item should be added, DGS will contact all contractors who have been awarded a contract as a result of this procurement and request pricing of the new item. Award of the new item shall be based upon the lowest price received from the responding contractors.

Any new line items will be subject to the same price adjustment criteria as identified in these Specifications.

**13. INVOICING:**

The PA Office of the Budget has initiated an E-Invoicing program that enables vendors to submit invoices via email. Submitting invoices via email enables vendors to save printing and postage costs, paper supplies, and mailing time needed to transmit paper invoices. The program's guidelines are available on the E-Invoicing website, located at [www.budget.pa.gov/programs/pages/e-invoicing.aspx](http://www.budget.pa.gov/programs/pages/e-invoicing.aspx).

**14. POST AWARD ADMINISTRATION:** The Contractors performance shall be monitored and evaluated in accordance with the requirements outlined in the Contract. At a minimum, the Contractors' performance shall be evaluated on an annual basis. Contractors may be required to attend Contract Performance Review meetings. These meetings will be for the purpose of providing Contractor performance reviews, discussion of issues either party may have concerning the Contract or to evaluate the overall progress of the Contract. The meetings will be held quarterly, semi-annually or annually at the discretion of the Department of General Services, or upon special request of the using agencies.

**15. INQUIRIES:** Direct all inquiries concerning this Invitation to Bid in writing with the subject heading of "Evaporated Salt Bid **6100047968**" to:

Jean Halbleib  
Commodity Specialist  
DGS Bureau of Procurement  
555 Walnut Street  
6<sup>th</sup> Floor Forum Place  
Harrisburg, PA 17101-1914  
(717) 346-8188  
[Jhalbleib@pa.gov](mailto:Jhalbleib@pa.gov)