

# SPECIFICATIONS

## Herbicides

**1. OVERVIEW:** This Invitation for Bid (IFB) 6100049400 (identified here and in the other documents as the "Contract") is being issued by the Pennsylvania Department of General Services (DGS) and will cover the requirements of the Commonwealth of Pennsylvania (Commonwealth) Agencies for Herbicides. 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. METHOD OF AWARD:** Individual Items # 1 - 9, which are identified as (Individual) on Attachment A – Herbicide Bid Sheet will be awarded by line item to the lowest responsive and responsible bidder. Individual items bid are evaluated at the base unit of measure listed on the bid sheet.

**3. BIDDING INFORMATION:** Bidders must enter bid pricing into the attached Herbicide Bid Sheet (Attachment A) and submit it along with the bid response.

The following documents are required to be completed and returned with your electronic 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.

- Attachment A – Herbicide 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.**
- Attachment B – State of Manufacture Chart (This is the Reciprocal limitations Act GSPUR-89 included as Attachment B to this Solicitation)
- Attachment C – Iran Free Procurement Certification Form
- COSTARS Program Supplier Election to Participate form (if applicable)
- Copy of active DGS Certified Small Business certification (if applicable)
- Herbicide Literature, as described in these specifications.

**4. QUALIFICATION & REGISTRATION:** Award is limited to those Suppliers who are authorized to sell the awarded herbicide product(s) in Pennsylvania. Suppliers must have proof that the product(s) are registered with the Pennsylvania Department of Agriculture and the United States Environmental Protection Agency (EPA). Bidders are to provide the EPA number for each product they bid.

**5. SPECIFICATIONS:** The following Pennsylvania Commercial Item Descriptions (PCID) and their effective dates apply to appropriate items as listed within the bid. These specifications are available for download from the Department of General Services Website at: <http://www.dgs.internet.state.pa.us/CommodityItemDescriptions/>. Enter the number portion only of the PCID listed below:

- PCID 1092: Herbicides, Aquatic, effective February 22, 2019
- PCID 1093: Herbicides, Non-Selective, effective 12/20/2016
- PCID 1094: Herbicides, Weed & Brush Control, effective 12/20/2016
- PCID 1084: Adjuvants, effective December 15, 2014

**6. PENNDOT (PD) APPROVED LIST & PCID:**

- a) Herbicide products identified on Attachment A – Herbicide Bid Sheet by a **red PD** have undergone Roadside Vegetative Management research & testing by Penn State University over a period of several years. These have been included in the herbicide contract as a direct result of this. Products bid for line items identified with the **red PD** must be the trade name brand product or the listed equivalent/generic version where referenced in column G.

Equivalent/Generic items listed under the **red PD** line items have been identified as being awarded under the current or prior herbicide contract and are acceptable equivalents/generics based on satisfactory usage during the contract period.

No other brands/generic will be accepted for these line items.

If you would like a specific herbicide considered for inclusion on future bids for any of these line items listed on the excel bid sheet, you may submit the herbicide product for Roadside Vegetative Management research & testing. The herbicide product must pass the initial review to be considered. Factors taken into consideration for approval are (but not limited to): The intended PCID usage, Agency need and value-added benefits. If the product is approved for the Roadside Vegetative Management research & testing you will be required to submit a sample for testing and have a representative available for pre-testing questions, conference calls and results (if applicable). Quantity of sample to be determined by the Department of Transportation (PennDOT). For consideration, submit your request in writing along with a label and a Material Safety Data Sheet (MSDS) and indicate which line item on the bid sheet it is being considered to:

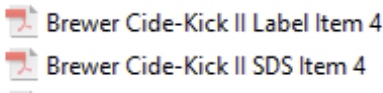
Joseph Demko, Roadside Manager  
PA Department of Transportation  
Bureau of Maintenance and Operations  
400 North Street, 6th Floor | Harrisburg, PA 17120-0041  
Phone: 717.783.9453 | Fax: 717.787.7839  
[jodemko@pa.gov](mailto:jodemko@pa.gov)

You may submit request via email. Please CC: Jamon Fogarty ([jafogarty@pa.gov](mailto:jafogarty@pa.gov)), Associate Commodity Manager, DGS.

- b) For line items identified on Attachment A – Herbicide Bid Sheet with a **red PCID**, bidders may bid trade name brand or generic/equivalent. Product bid must meet the PCID specifications for that line item, as referenced in paragraph 5 of these Specifications.

**7. HERBICIDE LITERATURE (LABELS and SDS):** Bidders shall indicate Name of Manufacturer and trade name and attach with their electronic bid response, descriptive literature (authentic product labels or legible copies of authentic product labels and Safety Data Sheet) of items. Mark both the label and SDS with the item number from the bid sheet for which they pertain, the trade/generic name of the product you are bidding for that particular item number, product manufacturer and if it's a label or SDS. (see sample below):

**LABEL TEXT EXAMPLE: Brewer Cide-Kick II Label Item 4**  
**SDS TEXT EXAMPLE: Brewer Cide-Kick II SDS Item 4**



Failure to attach literature and its information noted above to the electronic bid response may result in rejection of bid.

**8. MINIMUM ORDER:** See Attachment A – Herbicide Bid Sheet for the minimum shipment for each product.

**9. DELIVERY:** All deliveries shall be made FOB Destination to any using location. Bid prices shall include all transportation, delivery, and handling charges. All products ordered from this contract shall be delivered within a reasonable time, not to exceed ten (10) calendar days after receipt of purchase order, unless otherwise agreed to, in writing, between DGS and the Supplier. No shipments will be accepted after 3:00 P.M. Monday thru Friday, or on State Holidays.

**10. CUSTOMER SERVICE & SUPPORT:** Awarded suppliers must offer ongoing telephone technical assistance to all using agencies and entities.

Upon request, the awarded suppliers shall make staff available to provide technical advice. These staff shall have knowledge and experience in managing vegetation and a least two (2) years' experience in recertification training and herbicide applications.

Upon request, the awarded suppliers shall be required to assist in researching the following: effectiveness of various products and application techniques and methods, comparison of new to existing products, and evaluation of product and/or application performance in controlling weeds, brush, and other undesirable vegetation.

Awarded Suppliers shall also assist and/or provide field advice when new products are introduced and application techniques are initiated.

The following requirements are agency-specific PennDOT:

Upon request, the awarded suppliers shall assist in the four (4) regional applicator recertification training on an annual basis and be available to visit each of the eleven (11) PennDOT districts for on-site applicator training, equipment troubleshooting or weed control advice at least once a year.

**11. ADDITION OF LINE ITEMS:** 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 suppliers 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 suppliers.

**12. E-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 <http://www.budget.pa.gov/Services/ForVendors/Pages/default.aspx>

**13. POST AWARD ADMINISTRATION:** The Suppliers performance shall be monitored and evaluated in accordance with the requirements outlined in the Contract. At a minimum, the Suppliers' performance shall be evaluated on an annual basis. Suppliers may be required to attend Contract Performance Review meetings. These meetings will be for the purpose of providing Supplier 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.

**14. INQUIRIES:** Direct all inquiries concerning this solicitation via e-mail with the subject heading of "Herbicides Bid 6100049400" to both of the following:

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)

Jamon Fogarty, Associate Commodity Manager  
DGS Bureau of Procurement  
[jafogarty@pa.gov](mailto:jafogarty@pa.gov)