



**COMMONWEALTH OF PENNSYLVANIA**  
*PENNSYLVANIA COMMERCIAL ITEM DESCRIPTION (PCID)*

**GENERAL REQUIREMENTS FOR BIDDING PennDOT VEHICLES/EQUIPMENT**

(This item description supersedes PCID No. 1075 eff. 5/7/18)

PCID NO. 1075  
Eff. 05/15/2018

These General Requirements shall apply to all on-road and off-road vehicles, highway equipment, agricultural equipment and construction equipment, procured for use by the Department of Transportation, Commonwealth of Pennsylvania (PennDOT). These requirements are in addition to any supplemental specifications identified in the invitation for bids. The following shall be considered MINIMUM requirements.

**A. STANDARDS, CODES, RULES, REGULATIONS:**

1. Each vehicle or unit of equipment shall conform to any and all requirements contained in the Pennsylvania Motor Vehicle Code.
2. Each vehicle or unit of equipment shall comply with all current applicable Federal Motor Vehicle Safety Standards, Federal and Pennsylvania Exhaust Emission and Noise Standards, and EPA and OSHA requirements. The appropriate decals indicating compliance shall be affixed to the vehicle/equipment.
3. Each vehicle or unit of equipment shall be manufactured in accordance with any codes, standards and engineering practices as recommended by the following professional organizations for the specific vehicle/equipment:

American Institute of Steel Construction (AISC)  
American National Standards Institute (ANSI)  
American Society of Mechanical Engineers (ASME)  
American Society for Testing and Materials (ASTM)  
American Trucking Association (ATA)  
American Welding Society (AWS)  
American Wood-Preservers Association (AWPA)  
Battery Council International (BCI)  
British Standards Institute (BSI): Limits and Fits  
Compressed Air and Gas Institute (CAGI)  
Industrial Fastener Institute (IFI)  
International Standards Organization (ISO)  
Joint Industrial Council (JIC)  
National Fire Protection Association (NFPA)  
National Truck and Equipment Association (NTEA)  
Power Crane and Shovel Association (PSCA)  
Society of Automotive Engineers (SAE)  
Society of Manufacturing Engineers (SME)  
Steel Structure Painting Council (SSPC)  
Tire and Rim Association (TRA)

**B. COMPONENTS, PARTS AND ACCESSORIES:**

1. When "No Substitute" components, parts or accessories are designated, only this type of component, part or accessory is acceptable.
2. All equipment and parts furnished shall be of the manufacturer's most current design, shall be included in its most current published list of models in stock and shall satisfy, these specifications. Only the most current production year will be accepted unless permission is granted in writing by specification section chief prior to delivery.
3. The same model components shall be utilized on all units supplied by the successful bidder under the specifications.
4. All electronic systems associated with the vehicle/equipment shall be properly insulated so as not to not cause any interference with the operation of the vehicle or the land mobile radio communications system, when properly installed in the vehicle.
5. Power systems must be compatible with the engine, transmission, axles, hydraulic system and power steering, etc., in order to meet the requirements specified herein.
6. Vehicles shall meet the maximum gradeability of the manufacturer when loaded to maximum Gross Vehicle Weight Rating ("GVWR") without exceeding the engine manufacturer's recommended maximum revolutions per minute ("RPM") based on maximum net torque.
7. The ratio of the rear axle and transmission shall be geared to maintain a road speed of approximately 65 mph on a level road, when operating at maximum GVWR without exceeding the recommended engine rpm figure. This is not applicable to construction type equipment.

**C SITE VISITS:**

Prior to submission of its bid, a bidder may contact PennDOT and schedule a site visit to inspect vehicles/equipment (as available) in PennDOT's current inventory in order to further clarify any drawings, pictures and specifications. Units may be available in the field for bidders to inspect at one or more of PennDOT's Maintenance Districts, but the Commonwealth makes no guarantee that any particular vehicle/equipment shall be located at a site convenient to the bidder's place of business. The site visit must be scheduled with the Fleet Management Division by calling (717) 783-2371. It is the bidder's responsibility to complete the site visit in time to submit a bid. All travel will be at the bidder's expense.

**D. ON BOARD VEHICLE/EQUIPMENT REQUIREMENTS:**

1. Each vehicle and unit of equipment shall include the proper forms to apply for a Pennsylvania title and license. These forms will include: the original manufacturer's statement of origin signed by the successful bidder and notarized. A detailed invoice listing all equipment, PO number, VIN numbers and price. All title papers shall be properly prepared and executed. The application for title, Form MV-1 shall indicate the name and address exactly as follows: Pa. Dept. of Transportation, Fleet Management Division, 17<sup>th</sup> Street and Arsenal Blvd., Harrisburg, PA 17120 (ATTN: Specifications Unit).
2. Trucks and trailers shall be certified to meet or exceed requirements to obtain a Pennsylvania license. For medium and heavy-duty trucks and vans, the GVWR shall be identified in the vehicle's cab as the final complete certification label (minimum rating). The Gross Combined Weight Rating (GCWR) shall be identified by decal in the cab to indicate the approved weight, which can be towed, if applicable.
3. Vehicles and Trailers designated for on-road/off-road use shall meet the following requirements:
  - a. Shall have a valid Pennsylvania state inspection sticker, if applicable.
  - b. Shall have completed the manufacturers recommended pre-delivery service.

**D. ON BOARD VEHICLE/EQUIPMENT REQUIREMENTS:(Continued)**

- c. Shall have the vehicle and trailers manufacturer's model name and model number stated on a decal affixed to the inside of the driver's side door, if applicable.
- d. Shall be clean, lubricated, serviced, fuel tank filled to recommended capacity, propane units to include manufacturers recommended tank filled to recommended capacity, all adjustments completed, all mechanical and electrical motors and components fully functional and operational, and the vehicle will be "work ready" for immediate use.
- e. Shall have appropriately placed decals indicating the types of required fuels or lubricants and the capacity of each fluid's reservoir that is required by the vehicle.
- f. Shall have permanent antifreeze in each vehicle to protect it at a level of -35°F. Only a low silicate type anti-freeze will be used for vehicles having diesel engines.
- g. Shall be free from all dealer signs/emoblems.
- h. Hydraulic systems shall be compatible with Universal Tractor Fluid (UTF).
- i. Shall include a copy of the manufacturer's warranty and service policy with all warranty vouchers, certificates and coupons as in accordance with section E (GENERAL WARRANTY REQUIREMENTS) as listed below.
- j. Shall have each vehicle and major component identified with a metal identification tag that provides the OEM's name, model number and individual serial number. Tags will be affixed in an accessible and readable position on the item.
- k. Shall have the owners, service and parts manuals with the unit at time of delivery. (CD Format will be accepted).

The above items are pre-delivery service items, and bidders should not misconstrue these requirements with warranty problems that arise after the Commonwealth accepts the completed unit which complies with the written specifications.

**All charges for any of the aforementioned administrative, technical services and equipment are considered minimum acceptable requirements for delivery and shall be included in the bid price.**

**E. GENERAL WARRANTY REQUIREMENTS:**

The following warranty requirements are considered minimum unless otherwise stated in the invitation for bids. If the manufacturer's standard warranty exceeds the specified warranty, the manufacturer's standard warranty will apply. Manufacturer's warranty shall be provided in written or electronic form. All warranties will cover all labor and parts replacement, **without deductibles** during the warranty period, except as may be otherwise stated below or in the invitation for bids. This warranty, however, does not include items that must be replaced through ordinary wear and tear, but those parts ordinarily replaced through the servicing program will be replaced as part of the servicing program of equipment/vehicles, if appropriate. Parts replaced under this warranty will be of original equipment manufacturer (OEM) quality or higher. Service to the vehicle/equipment will be at a level to maintain or meet the manufacturer's requirements to sustain the warranty. All warranty policies shall be from the OEM and repairs shall be made at any authorized OEM warranty repair facility or in-house by Department personnel. Multiple repair facilities shall be located regionally around the State to support warrantable repairs.

**1. A. CONSTRUCTION EQUIPMENT:**

The construction and agricultural equipment manufacturer's service and warranty program for full machine ("bumper to bumper") shall be for a minimum of two (2) years or two thousand (2,000) hours whichever first occurs. Warranty requirements for the vehicle chassis, if unit is mounted on a truck chassis, must be met based on the GVWR of the vehicle. (Examples: aerial bucket truck, mini forestry unit, broom truck, etc.).

**E. GENERAL WARRANTY REQUIREMENTS: (Continued)**

**2. A. LIGHT/MEDIUM DUTY TRUCKS & VANS (up to 26,000# GVWR):**

The chassis manufacturer's service and warranty program shall consist of a 3 year/ 36,000mile bumper to bumper warranty at minimum. The manufacturer's standard powertrain warranty will be accepted, if it meets the minimum requirement of 5 years/ 60,000 miles. If the manufacturer's standard warranties exceed the specified warranties, the manufacturer's standard warranties will apply.

**2.B. SERVICE/UTILITY BODY AND ASOCIATED COMPONENTS WARRANTY (up to 26,000# GVWR)**

Service/Utility bodies shall be warranted for five (5) years to include color fading and or any defects in the paint (cracking, poor adhesion, etc.) Steel service and utility bodies shall be warranted for five (5) years against defects and corrosion, including rust through or perforation from within. Surface rust caused by chip, scratches, or damage caused by PennDOT employees is not covered by this warranty. Associated components such as cranes, air compressors, and snowplows shall be covered by manufacturer's standard warranty. Manufacturer's standard warranty shall be provided in written or electronic form.

**2.C. FLAT BED WARRANTY (up to 26,000# GVWR)**

A vehicle's flatbed shall be warranted for three (3) years. This warranty covers both parts and labor for the full warranty period. A decal will be placed on the inside driver's door stating the warranty's terms and the name, address and telephone number of the contact person to initiate warranty claim services

**3. A. HEAVY DUTY CAB & CHASSIS (26,000# GVWR or higher):**

The chassis manufacturer's service and warranty program shall be for one (1) year/unlimited mileage. This warranty is defined as the base warranty covering the entire chassis. Additional warranty requirements can be found below.

**3. ADDITIONAL SPECIFIC WARRANTY ITEMS (Applies to all vehicles 26,000# GVWR or higher)**

**a. RUST PROOFING WARRANTY**

Cabs/cowls shall be warranted for five (5) full years with no mileage or hourly limitations. This will include rusting through or perforation from within. This warranty and service program covers both labor and parts for the full warranty period. Surface rust caused by chip, scratches, or damage caused by PennDOT employees is not covered by this warranty.

**b. FRAME RAILS AND CROSSMEMBERS (Chassis)**

For medium/heavy duty trucks, frame rails and cross members are warranted for five (5) full years with no mileage or hourly limitations. This warranty covers both parts and labor for the full warranty period. For light duty trucks and vans, the manufacturer's standard frame rail and crossmember warranty is acceptable.

**c. FLAT BED WARRANTY**

A vehicle's flat bed shall be warranted for three (3) years. This warranty covers both parts and labor for the full warranty period. A decal will be placed on the inside driver's door stating the warranty's terms and the name, address and telephone number of the contact person to initiate warranty claim services.

**E. GENERAL WARRANTY REQUIREMENTS: (Continued)**

3. HEAVY DUTY CAB & CHASSIS (26,000# GVWR or higher): (Continued)

d. SERVICE/UTILITY BODY AND ASSOCIATED COMPONENTS WARRANTY

Service/Utility bodies shall be warranted for five (5) years to include color fading and or any defects in the paint (cracking, poor adhesion, etc.) Steel service and utility bodies shall be warranted for five (5) years against defects and corrosion, including rust through or perforation from within. Surface rust caused by chip, scratches, or damage caused by PennDOT employees is not covered by this warranty. Associated components such as cranes, air compressors, and snowplows shall be covered by manufacturer's standard warranty. Manufacturer's standard warranty shall be provided in written or electronic form.

e. ENGINE AND TRANSMISSION WARRANTY

The engines for all Heavy/Medium Duty equipment/vehicles will be warranted for parts and labor for five (5) years or 150,000 miles (whichever first occurs). The engine warranty will include all items named or included within the valve covers, cylinder heads, block and oil pan. The transmission (automatic/manual) will be fully covered by the warranty and service program for five (5) years and will not be limited by mileage or hours. Electronic fuel delivery components, electronic control modules and emission control components shall be covered for five (5) years or 100,000 miles whichever first occurs. After treatment Device/DPF shall be warranted for minimum 5 years or 100,000 miles. In addition to the engine warranty, the engine block shall be warranted against external perforation from corrosion for 10 years, 100% parts and labor.

f. WARRANTY START UP DATE

The warranty startup date shall be defined as the date of transfer from PennDOT Fleet Management Division to the designated county location. This will be considered the day of delivery to the county and NOT the date of delivery by the successful bidder to the department. The PennDOT Fleet Management will supply the actual start-up date, equipment number and serial number of the machine, via email, to the successful bidder. It is the responsibility of the successful bidder to ensure that the equipment manufacturer recognizes and applies the departments actual warranty start-up date in their database.

**F. PILOT MODEL:**

PennDOT reserves the right to require the successful bidder to make mutually agreeable arrangements to deliver a "pilot model" for initial inspection. Pilot models(s) shall be delivered to the Department of Transportation, 17<sup>th</sup> St., & Arsenal Blvd., Harrisburg, PA 17120 for inspection, testing and approval. The remaining units shall not be delivered for inspection, testing and approval until after the pilot model has been accepted by PennDOT. The remaining units shall fully meet the requirements of the specifications and must be indistinguishable from the approved pilot model. Presentation of a pilot model will not be required if the quantity is only one (1) unit. The pilot model must meet all the mechanical requirements of the specifications. PennDOT may field test the equipment to determine if it meets the performance requirements of the specifications. Performance testing results will normally be completed within two (2) weeks of date of delivery. There are administrative items that are required to be presented at the pilot model inspection. It is imperative that all of these items be presented at this time so they are ready for shipment, when the balance of the units are delivered. PennDOT may withhold payment, where deemed necessary, pending receipt of these items. PennDOT disclaims any liability for damage to equipment that has not been unconditionally accepted by the PennDOT.

## **G. DELIVERY:**

Any deviations to the specification must be granted in writing by the Chief of the Specification Section prior to delivery. It shall be understood that any discrepancies/deviations between the specification and the completed unit(s), chassis or body up-fitter related, must be addressed and corrected prior to the delivery deadline and the Departments acceptances. Time is of the essence. All units must be delivered within the number of days, specified in the invitation for bids, after receipt of the purchase order by the successful bidder. It shall be assumed by the parties that the successful bidder received the purchase order on the third business day following the date of the purchase order, unless the successful bidder provides credible evidence that the order was received on a later date. Bidders must specify delivery time in their bid. Phrases such as "as required", "as soon as possible", or "prompt" have no meaning and may be cause for rejection of the bid. The successful bidder shall deliver **the completed unit(s) wheeled and unweeled at ground level (stacked loads are unacceptable)** to the Fleet Management Division, 17<sup>th</sup> Street and Arsenal Blvd. Harrisburg, PA 17120. All deliveries shall be made on a working day between 7:00 AM and 2:30 PM. There is a loading dock at this location; however, any additional unloading cost shall be borne by the successful bidder. The terms of delivery are also controlled by other provisions in the invitation for bids.

Each vehicle, trailer, attachment or unit of equipment shall include the proper forms to apply for a Pennsylvania title and license. These forms will include: the original manufacturer's statement of origin signed by the successful bidder and notarized. A detailed invoice listing all equipment, PO number, VIN numbers and price. All title papers shall be properly prepared and executed. The application for title, Form MV-1 shall indicate the name and address exactly as follows: Pa. Dept. of Transportation, Fleet Management Division, 17<sup>th</sup> Street and Arsenal Blvd., Harrisburg, PA 17120 (ATTN: Specifications Unit). All these forms and certificates will be delivered with the vehicle, trailer, attachment or unit at time of delivery to Fleet Management Division.

The successful bidder shall submit to the PennDOT "on a continuing basis", all service bulletins and technical letters as regularly issued by a manufacturer to dealers or large fleets. All the relevant information shall be supplied for the unit(s) forwarded to the Commonwealth to inform PennDOT of any improvements, changes and/or problems concerning the unit and its component parts. This information shall be addressed to the Pennsylvania Department of Transportation, Fleet Management Division, 17<sup>th</sup> St. & Arsenal Blvd., Harrisburg, PA 17120, ATTN: Specification Unit Chief, Fleet Management Division. PennDOT reserves the right to have its representative(s) periodically inspect each unit during assembly at the successful bidder's assembly point.

## **H. PROCEDURE FOR IMPLEMENTING REPAIRS:**

In the event that a breakdown occurs, the repair work is to be performed by the successful bidder of record or his duly authorized representative within the Commonwealth. A copy of the successful bidder's work orders shall be supplied to the PennDOT County Equipment Manager and District Equipment Manager. Repairs assigned to the successful bidder can be performed at the successful bidder's place of business, at his duly authorized representative's place of business and, whenever possible, at the county maintenance facility or field locations. If services are to be performed at PennDOT's county maintenance facilities or in the field, the successful bidder must provide proof of insurance as stated in the contract attachments. County Equipment Managers shall notify the successful bidder or his duly authorized service representatives that the vehicle/equipment is down for component repairs and follow PennDOT standard procedure for handling warranty problems in accordance with the benefits of this warranty. At this time of notification, the location of repair is to be mutually agreed upon based on the most timely and cost effective basis to the Department. All work orders against the warranted repair shall be kept in PennDOT's Equipment History File at the county maintenance facility.

When repairs are to be performed at the successful bidder's place of business or his duly authorized representative's place of business, transportation of the vehicle/equipment within the Commonwealth of Pennsylvania shall be made by PennDOT. If determined by PennDOT that repairs cannot be handled within the Commonwealth, then transportation to and from the Commonwealth of Pennsylvania shall be the responsibility of the successful bidder.

**If mileage costs will be charged to the Department for the diagnosis or repair of a warrantable item, an estimate of these costs shall be given to the County Equipment Manager prior to the repair agreement.**

**I. LUBRICATION AND COMPONENT INFORMATION:**

The successful bidder shall provide lubrication and component information (as applicable) upon request by PennDOT. This information may be provided by copying and completing the sample forms attached to this document, or may be presented on forms prepared by the successful bidder and/or manufacturer. (see attached sample forms – 4 pages).

**J. SUCCESSFUL BIDDER'S RIGHTS:**

The successful bidder shall have the right to make periodic inspections to ascertain that the maintenance techniques and/or repair procedures are being administered in accordance with the guidelines set forth in this document. Preventive maintenance shall be performed by PennDOT in accordance with the component manufacturer's recommended procedures, or as modified during the contract through supplements. All internal parts of the components shall be the repair responsibility of the successful bidder, except maintenance adjustments.

**K. MATERIAL MASTERS:** No Material Masters established for this delivery PCID.

**APPROVALS:**

Quality Assurance Specialist: Gerald Grecek, CPPB

Quality Assurance Supervisor: Brian Vulgaris

**Sample Forms (Instruction Sheet)**

**The Following Documents Shall Be Completed and Emailed / Shipped To**

Email: Contact the Automotive Equipment Specialist @ The Fleet Management Division @ 717-705-2124 (This is an Excel Spread Sheet; a Work Copy will be Emailed to You)

**Mail: Fleet Management Division  
17th & Arsenal Blvd.  
Harrisburg, Pa. 17120  
Attn: Specifications Division**

Note: These Forms Must Be Delivered to The Fleet Management Division with The Pilot Model!

**Instructions to Vendor for Completing the Attached Form  
(We Would Prefer Having This Completed Electronically)**

Electronic:

- 1. Obtain Work Copy by Calling 717-705-2124**
- 2. All Sections Are to be Filled Out**
- 3. Insert N/A in All Sections That Do Not Apply, Do Not Leave any Sections Blank**
- 4. Manufacturer, Model No. And Part No. Should Reflect the Actual Component Manufacturer**
- 5. Warranty Section Should Reflect the Coverage, The Vendor And/Or Equipment (Truck) Manufacturer Will Supply, Not the Component Manufacturer.**

Paper:

- 1. Same as Above, but Type or Print All Information**



# LUBE AND COMPONENT SHEET

<b>Equipment # Series</b>		<b>Effective Date</b>						
<b>PO Number</b>		<b>Unit Warranty Period</b>						
<b>Year</b>		<b>Engine Manufacturer</b>						
<b>Make</b>		<b>Engine Model</b>						
<b>Model</b>								
<b>VIN Number</b>								
<b>Vendor</b>		<b>Trans. Manufacturer</b>						
<b>Contact Person</b>		<b>Trans. Model</b>						
<b>Contact Phone Num.</b>		<b>Body Manufacturer</b>						
		<b>Body Number</b>						
<b>Oils &amp; Lubes</b>		<b>Filters</b>	<b>Qty. of Filters</b>	<b>Part Number</b>	<b>Com. Code 2810-</b>	<b>Make</b>	<b>Change Interval</b>	<b>Filters Stocked</b>
<b>Engine Oil</b>		<b>Engine Oil Filter</b>						
		<b>Engine Oil Filter Secondary</b>						
<b>Transmission Oil</b>		<b>Transmission Filter</b>						
		<b>Aux. Trans. Filter</b>						
<b>Fuel</b>		<b>Fuel Filter Primary</b>						
		<b>Fuel Filter Secondary</b>						
<b>Rear Axle / Axles</b>								
<b>Steering Oil</b>		<b>Steering Filter</b>						

<b>Hydraulic Oil</b>		<b>Hydraulic Filter Suction</b>						
		<b>Hydraulic Filter Return</b>						
<b>Coolant</b>		<b>Coolant Filter</b>						
<b>Transfer Case</b>								
<b>Front Axle</b>		<b>Air Filter Primary</b>						
<b>Brake Fluid</b>		<b>Air Filter Secondary</b>						
		<b>Air Compressor Filter</b>						
<b>Description</b>	<b>Manufacturer</b>	<b>Model Number</b>	<b>Part Number</b>				<b>Warranty</b>	
<b>Air Compressor</b>								
<b>Air Dryer</b>								
<b>Alternator</b>								
<b>Auto Slack Adjuster</b>								
<b>Auto Lube System</b>								
<b>Axle Front</b>								
<b>Axle Rear</b>								
<b>Battery</b>								
<b>Belt Air Compressor</b>								
<b>Belt Alternator</b>								
<b>Belt Fan</b>								
<b>Belt Power Steering</b>								
<b>Brake Chamber (FRT)</b>								
<b>Brake</b>								

<b>Chamber (REAR)</b>				
<b>Brake Lining (FRT)</b>				
<b>Brake Lining (REAR)</b>				
<b>Clutch Assembly</b>				
<b>Differential</b>				
<b>Dump Body</b>				
<b>Electronic Joysticks</b>				
<b>Engine (AUX)</b>				
<b>Engine (MAIN)</b>				
<b>Fan</b>				
<b>GL 400</b>				
<b>GL 400 Wiring</b>				
<b>Grote Wiring Harness</b>				
<b>Hoist Cylinder</b>				
<b>Hydraulic Pump - Main</b>				
<b>Pump, Fuel</b>				
<b>Pump, Hydraulic Aux.</b>				
<b>Pump, Steering</b>				
<b>Pump, Water</b>				
<b>Radiator</b>				
<b>Rexroth Valve</b>				
<b>Starter</b>				
<b>Steering Gear</b>				
<b>Suspension System</b>				

<b>Tank Fuel Capacity</b>				
<b>Tire Size Front LR</b>				
<b>Tire Size Rear LR</b>				
<b>Transaxle</b>				
<b>Transfer Case</b>				
<b>Transmission</b>				
<b>Wing Plow</b>				